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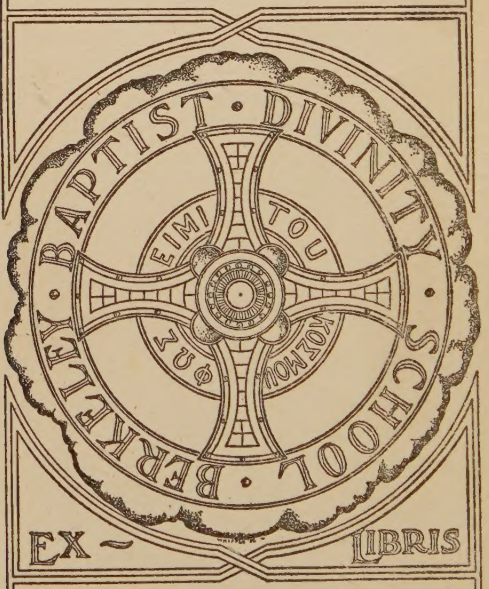

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Expert Endeavor

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UNITED SOCIETY OF CHRISTIAN ENDEAVOR

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Expert Endeavor

A TEXT-BOOK OF CHRISTIAN ENDEAVOR
METHODS AND PRINCIPLES
FOR THE USE OF CLASSES AND OF CANDIDATES
FOR THE TITLE OF "C. E. E."—
"CHRISTIAN ENDEAVOR
EXPERT"

By AMOS R. WELLS

Editorial Secretary of the United Society of Christian Endeavor

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INTRODUCTION

THE Christian Endeavor Society is a training-school for church work. This book is a text-book for use in that training.

Its purpose is twofold: to furnish a course of questions and answers for the study of candidates for the title of "Christian Endeavor Expert," and to serve as a text-book for classes in Christian Endeavor methods, to be used in local societies, Christian Endeavor unions, summer schools, and Christian Endeavor conventions.

The title, "C. E. E.,"— "Christian Endeavor Expert,"— is conferred by the United Society of Christian Endeavor upon those that have passed (75 per cent) examinations in all the chapters of this book. The examining committee is to be appointed by each society, and it is suggested that the pastor serve as a member of this committee, if he has the time. Examinations may be oral or written; if oral, each Endeavorer will be examined separately. If an Endeavorer fails in an examination he will study harder and try again. A special pin has been prepared for the use of Christian Endeavor Experts. The work may be done by individuals or in groups, or a class in the study may be formed by the society.

It is urged that our societies make it a rule that all officers and committee members shall qualify by passing examinations in the chapters of this book

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pertaining to their several duties, and that the office or committee position be vacated if the Endeavorer does not thus qualify within one month after election.

To facilitate the use of these tests each chapter is published as a separate leaflet by the United Society of Christian Endeavor. These leaflets are sold in packages for societies of twenty-five members or multiples of twenty-five, each package containing a copy for each member of the first three chapters of this book, and for each officer and committee member (three being supposed to be the number of each committee) the leaflet on his special work. The price of these packages for societies of 25 is $1.25; 50 members, $2.00; 75 members, $2.75; 100 members, $3.50; 125 members, $4.25. The last six chapters of the book are not included in these packages, but, if desired, may be obtained separately at the rate of one cent each; the same price is charged for additional leaflets for the use of committees larger than three members. Sample copies of these leaflets, two cents each.

For the use of the book as a class text-book full directions are given in the concluding pages of the volume.

AMOS R. WELLS.

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Chapter I

THE PRAYER MEETING

Why does Christian Endeavor insist so strongly upon the value of the prayer meeting?

Because it is the chief and almost the only agency of the church for accomplishing certain definite and very important results.

What are the results that we may gain from the prayer meeting?

They are five: original thought on religious subjects; open committal to the cause of Christ; the helpful expression of Christian thought and experience; the cultivation of the spirit of worship through public prayer and through singing; the guidance of others along all these lines of service and life.

How can we get original thought on the prayer-meeting topics?

Only by study of the Bible, followed by meditation and observation. First, the Endeavorer should read the Bible passage; then he should read some good commentary upon it; then he should take the subject with him into his daily life for five or six days, thinking about it in his odd minutes and watching for experiences in his own life or the lives of others, or observing nature and looking for illus-

trations on the subject from all these sources. Prayer-meeting preparation should begin the Sunday beforehand.

How will prayer help us to prepare for the meetings?

It will put us in the right frame of mind for them. It will make us humble and receptive. In answer to prayer, God will often put helpful thoughts into our minds, but only when we have done our best to fill them ourselves. God will not give His wisdom to a lazy or careless mind.

How can we learn to express the thoughts that we obtain?

There is only one way: by expressing them! No one learns how to speak in public without speaking in public. Any one can learn by courage and persistence. The most helpful speakers were timid stammerers at first. Dare to break down for Christ, and He will build you up. Don't care whether others laugh at you or not: He will not. Do the best you can, and be sure that gradually it will become better.

What is the best position for speaking?

Stand and face the society. You will not be half so timid if you " face the music " as you will be if you speak sitting down and to people's backs. The faces of your fellow members will inspire you and give you courage. This is the experience of all that have tried it.

What is the best time in the meeting for beginning to speak?

As soon as the meeting is " thrown open "! The experienced speakers should urge the beginners to take this time, and should usually hold their own words until later. If you speak at once, what you have to say will not be taken out of your mouth by some readier speaker, and you will not have time to work yourself up into a fright.

Are we to read Bible verses and other quotations?

Yes, all we please, if we will make them the original expression of our own lives by thinking about them, and adding to them something, if only a sentence, to show that we have made them our own. Always give the writer's name, or the part of the Bible from which you quote. Commit the quotation to memory and do not read it.

How can we progress in prayer-meeting work?

By determining to take one step forward every month, or every two months at most, until we have become able to do everything in a prayer meeting: comment on quotations; relate an anecdote or an observation, and draw a lesson from it; speak of our own experiences; give an argument and a conclusion; start a song without the piano (if you can sing); offer public prayer, beginning with sentence prayers; and lead a meeting.

How long should any Endeavorer speak?

That may be learned by subtracting from the time of the meeting fifteen minutes for the opening exercises and ten for the songs and the closing exercises, thus leaving about half an hour, which is usually all the time there is to divide among the members present. If thirty are present, the average member should not speak longer than one minute. If any one speaks longer than the average time thus determined, it should be, generally speaking, only at the very end of the meeting, after all the beginners have taken part.

What spirit will make our prayer-meeting work a success?

The desire to please our dear Saviour in bearing witness for Him and in helping others to Him. This spirit will free us from timidity and also from vanity. We shall not think about ourselves but about the meeting. We shall be eager to do our best, for Christ is listening. We shall be encouraged to do our best, for it is Christ's meeting and not ours, and we trust in Him for strength. He can and will take the most faltering utterance, if it is the best we can do, and make it as fruitful as the most eloquent sermon. He will bless every endeavor that is an endeavor for Him.

Chapter II

THE PLEDGE

What is our Christian Endeavor pledge?

It is a standard of character and action which we promise to try to reach.

Is the pledge compulsory?

No one is obliged to join the society. Every Endeavorer takes the pledge because he wishes to, believing that it will help him in his Christian life.

Is any one form of pledge insisted upon by the United Society of Christian Endeavor?

No; several widely varying forms are suggested, and if none of these is approved by the pastor and society, they may frame their own. All that is asked is that every society set up some worthy standard which the members will promise to try to reach.

What are the standards set up in the pledge that is used by the large majority of the societies?

As to the individual life, that the Endeavorer will try to do whatever Christ would have him do; that he will make it the rule of his life to pray and read the Bible every day; that he will try to lead a Christian life as long as he lives. As to the society,

that he will try to be true to all his duties, especially in taking some part, aside from singing, in every Christian Endeavor prayer meeting and sending some message to the consecration meeting if he is absent. As to the church, that he will support it in every way, especially by attending all the regular Sunday and midweek services.

Do we promise to do these things?

No; but only to try to do them, trusting in Christ for strength. The pledge itself expressly says that these things are not to be done when we have a reasonable excuse; that is, an excuse that we think Christ would accept.

Does the pledge create new duties?

Not one. Every item of the pledge is already a duty for every one that pretends to be a follower of Christ. The pledge only recognizes these duties that already exist, and spurs us on to do them.

If we fail to read our Bible because we are sick, or suddenly called from home, or happen to forget it, or if we omit to take part in the meetings once in a while, have we thereby broken our solemn promise?

No, not if it is "the rule of our lives" to do these things. The pledge itself provides for the occasional rare exceptions.

Does the pledge make Bible-reading, prayer, and prayer-meeting testimony a duty when they should be a privilege?

It holds us to them as a duty, and so gives them a chance to become a privilege.

What motive will lie back of true pledge-keeping?

The desire to please our blessed Redeemer. With that desire, we shall be eager to promise to do what we think He wants us to do, and we shall seek to do as much as possible for Him, rather than as little as possible.

In this spirit, how shall we keep our promise to pray daily?

By setting apart a regular time for communing with our Father, and by spending some worthy amount of time in this blessed employment. Try the early morning, and at least fifteen minutes, as a Comrade of the Quiet Hour.

How shall we keep our promise of daily Bible-reading?

Not by reading a hasty verse when we are sleepy and about to go to bed, but by reading generous portions of Holy Writ, often in connection with some illuminating commentary, and by thinking about what we have read till it becomes a part of our lives.

How shall we keep our promise of taking part in the Christian Endeavor meeting?

By early and full preparation, and by doing our best in the meeting, trying all the time to do more and better. Never say that you cannot give an

original thought or offer prayer or lead a meeting, remembering what a Helper you have.

How shall we keep our promise with regard to our duties in the society?

By throwing our whole soul into the committee work or officer's work that may be given us. By attending the socials and the business meetings, and in all ways doing our part, and more than our part, to make the society a success.

How shall we keep our promise with reference to the church?

By contributing to its support as we have the means, and by attending its services regularly; especially by joining the church, and doing our duty as a church-member in the church prayer meeting.

What is the most important part of the pledge?

The first sentence. It sums up all our promises: to try to do Christ's will; and all our resources: the unfailing strength of Jesus Christ.

Chapter III

CHRISTIAN ENDEAVOR HISTORY AND PRINCIPLES

Who founded the Young People's Society of Christian Endeavor?

Rev. Francis E. Clark, at that time pastor of the Williston Congregational Church in Portland, Me.

When and where was it founded?

On the evening of February 2, 1881, in the parsonage of Williston Church.

What was the first newspaper article about the new society?

An article entitled, " How One Church Cares for Its Young People," by Dr. Clark, published in *The Congregationalist* in August, 1881.

Where and when was the second society formed?

In October, 1881, by Rev. Charles Perry Mills, in the North Congregational Church in Newburyport, Mass.

When and where was the first Christian Endeavor Convention held?

In Williston Church, on June 2, 1882, when only six societies were recorded.

What was the first Christian Endeavor book?

Dr. Clark's book, "Children and the Church," published in 1883.

At what Convention was the United Society of Christian Endeavor formed?

At the Convention held in Old Orchard, Me., July, 1885.

Who was the first president?

Hon. W. J. Van Patten, of Vermont.

How is the United Society supported?

Solely by the sale of Christian Endeavor helps, with no dues or assessments from the societies.

When and where was the first local union formed?

At New Haven, Conn., in January, 1886.

When was the Christian Endeavor organ, "The Golden Rule," now "The Christian Endeavor World," established?

In October, 1886.

When did Dr. Clark become president of the United Society of Christian Endeavor, giving up from that time his entire life to the work?

In 1886.

When did Dr. Clark make his first foreign journey in the interests of Christian Endeavor?

In the spring of 1888, when he laid the foundation of Christian Endeavor in England.

When was Christian Endeavor Day first observed?

In 1888.

Who have been general secretaries of the United Society?

Rev. S. Winchester Adriance; Rev. George M. Ward, D.D., now president of Wells College; John Willis Baer, LL.D., now president of Occidental College; Von Ogden Vogt, and William Shaw.

What have been some of the most notable of Christian Endeavor Conventions?

That in New York City in 1892, when 35,000 came together; that in Montreal in 1893, the first held outside the United States; the Cleveland Convention of 1894, held during the great railroad strike; that of Boston in 1895, with more than 56,000 registered delegates — our largest Convention; that of Washington, 1896, held in three large tents near the foot of the Washington Monument; that of San Francisco in 1897, when nearly 30,000 delegates attended, half of them from the East; that of Atlantic City in 1911, which was the first to be addressed by a president of the United States — President Taft.

What Conventions of the World's Christian Endeavor Union have been held?

Those in Washington; London, England; Geneva, Switzerland; and Agra, India — all magnificent gatherings.

What is the spread of Christian Endeavor?

Into every country of the globe, but it is especially strong, next to the United States, in Great Britain, Germany, Canada, Brazil, South Africa, Australia, India, China, and Japan.

What is the spread of Christian Endeavor among the denominations?

It is found in about eighty evangelical denominations, in most of which it is the only young people's society.

What are the principles of Christian Endeavor?

Definite standards of service, and definite commitment to those standards. Open confession of Christ, and speaking for Him according to ability and opportunity. The cultivation of the devotional life by regular prayer and Bible-study. Training in Christian service by a variety of committee work. Loyalty to the church, and regular attendance upon the church services. Generous giving to Christian work. Christian citizenship. Interdenominational fellowship, and the promotion of peace and goodwill among the nations of the world. All of these endeavors to be made in accordance with the will of Christ, and trusting in Him for strength. These are the purposes and the steady aim of Christian Endeavor.

Chapter IV

THE PRESIDENT

What does the word "president" mean?

One who presides. The president is to preside over the work of others, to inspire others, getting them to work and keeping them at it; he is not to do their work for them.

Over what is the president to preside?

Over the business meetings of the society and the meetings of the executive committee; also over all the committee work of the society, having in charge all the society interests of whatever nature.

What, then, are the essentials for a successful president?

Personal consecration, high ideals, energy, perseverance, tact, and inventiveness.

What will the president do to insure a successful business meeting?

He will see the chairmen of committees beforehand and urge them to have their written reports ready. Most of all, he will keep the committees active so that they will have something to report.

What does the president need in order to preside well over the business meetings?

A knowledge of the few points of parliamentary law that will be needed. Promptness, firmness, and push. He will have a word of praise for good reports and a tactful suggestion for improvement here and there, but he will not talk much; he will expedite business.

Where is the president's main field of operations?

The executive committee, for good executive-committee meetings insure the success of a society.

What constitutes a good executive-committee meeting?

First, a regular time and place of meeting. The meeting should be once a month and in the same place, preferably the home of the president, if that is central. Second, every chairman and officer will be present. Third, every chairman and officer will report his work for the past month, and the report will be discussed. Fourth, some plan will be formed for each officer and chairman to work upon during the coming month, and the president will have such a plan to suggest if no one else suggests it.

Where may these plans be found?

In the various committee helps published by the United Society of Christian Endeavor and in *The Christian Endeavor World.*

What is the president's duty and privilege with reference to the meetings of the various committees?

He has a right as president to attend any of them, and he should be informed whenever they meet and as far ahead of time as possible. He will not be required to attend, but will be welcomed when he can be there. He will not preside or vote, but will be free to make suggestions. He should be present at the first meeting of each committee, and should arrange with the chairmen of the different committees to hold their first meetings on different evenings in rapid succession, immediately after they are elected.

What will the president do for the prayer meetings?

He will take part in various ways, so as to set a good example, but he will be brief. He will keep a hand on the meetings, especially if the leader is inexperienced, calling for the information committee's report, if that is omitted, asking for sentence prayers, announcing the number of a hymn called for if it is called for in a faint voice, introducing strangers and inviting them to take part, calling for the pastor's five minutes if the leader forgets it or does not call for it at the proper time, and so on.

What is the president's duty in relation to the socials?

To be present as one of the leading spirits, introducing strangers, bringing forward the bashful, taking part heartily in all that is going on, and conducting the closing devotional exercises.

How often should the president lead the meetings?

More frequently perhaps than other members, especially the consecration meetings, unless the society is a large one and there are many leaders to choose from. Moreover, it is a good plan for the president to sit always in front of the society, by the side of the leader. This is a great encouragement to timid leaders.

What is the president's duty with regard to the church?

He represents the society before the church. Many churches make the Christian Endeavor president an *ex officio* member of the church committee or governing body of the church. In many churches regular reports are expected from the Christian Endeavor president at the church business meetings.

What is the president's relation to the pastor?

He should be in the closest touch with the pastor, often going to him and asking for advice and for suggestions of work he would like done, and then making it his first business to carry out those suggestions.

Where will the president find full directions for his work, including an annotated constitution and full outline of parliamentary law?

In " The Officer's Handbook," sent postpaid for 35 cents by the United Society of Christian Endeavor, Boston.

Chapter V

THE VICE-PRESIDENT

What does "vice-president" mean?

"Vice" is from the Latin word meaning "instead of," so that a vice-president is one that acts *instead of* the president when the president is absent or sick, or for any other reason cannot act.

Has the vice-president any other duties?

Yes, in the ideal relation he will aid the president in his work when the president is present as well as take his place when he is absent.

Why should he do this?

Partly because the president's work, when rightly done, is so heavy that the president needs help, and partly in order that the vice-president may receive training in the president's work and so be able to take it up satisfactorily in the president's absence.

What if the president does not seek the aid of the vice-president, or give him any chance to learn the president's duties?

Then the vice-president may well show him this chapter and tell the president why he wants the training. Some societies, though they do not bind themselves to elect the vice-president as the next.

president, yet often do so, and it is always well to have some one in training for that important office. This is an additional reason for giving the vice-president some share in the president's work.

What regular work may be given to the vice-president?

In some societies it is the custom to make the vice-president the chairman of the lookout committee. This position requires him to have an oversight of the entire society not unlike that which the president should give, and thus he is a great help to the president, and is training to take up the president's work when it is necessary for him to do so. The plan may well be adopted in all our societies.

But if this plan is not adopted?

Then it is well for the president to assign to the vice-president some definite portion of his work. For instance, the president is supposed to have oversight of all the committee work of the society. This is a large undertaking, and it will be an excellent idea for him to divide up the committees with the vice-president, allowing that officer to be responsible for about half of the committees. The vice-president will attend the meetings of these committees whenever he can, will know what they are doing, will talk over plans with their chairmen, and will stimulate them to do their best. In all this, of course, he will be careful not to "boss" or to take away responsibility from the chairmen, but he will

act merely as an interested friend of the work and the workers.

What will the vice-president do in the monthly meetings of the executive committee?

He will always be present, ready with suggestions for new work and better work, as well as praise of the work that has been done. The president will usually preside over the executive-committee meeting, but he will sometimes allow the vice-president to preside, even when the president is there, so that he may be trained to preside in the president's absence.

What will the vice-president do in the business meetings?

He will be the president's right-hand man, bringing up many items of business that the president wishes to introduce, and doing what he can to make the meetings move briskly. Sometimes the president will have the vice-president preside over the business meetings even when the president is there.

What will the vice-president do in the prayer meetings?

He will feel free to do what he can for the success of the meetings, though without putting himself forward into the president's place. It will be well in a large society for the president to sit on one side of the room and the vice-president on the other, so that each may attend to presidential mat-

ters on his own side. For instance, strangers may come in upon whom it is desirable to call for some message in the course of the meeting; or there may be announcements to make before the close of the meeting, or other matters of business may come up.

How, in general, is the vice-president to learn about the president's business?

Besides the ways just mentioned, he is to study the accounts of the president's work given in Christian Endeavor manuals, and he should also become familiar with parliamentary law, at least the simple principles necessary for the conduct of Christian Endeavor business meetings. Everything that he can learn about wise Christian Endeavor methods from Christian Endeavor books and periodicals will be helpful to him.

What should be the vice-president's aim in all this?

To subordinate himself, to be a real helper for the president and a real inspiration to the society, and to prepare himself for larger responsibility if it should ever be placed upon him.

Chapter VI

THE RECORDING SECRETARY

What is the work of the recording secretary?

The recording secretary (usually called simply "the secretary," but so called here to distinguish this officer from the corresponding secretary) has charge of the records of the society, and takes care of all the secretarial work of the society except what comes in and goes out through the post-office. The latter belongs to the corresponding secretary.

What is the most important duty of the secretary?

To keep accurately and carefully the roll of the society members. This is the most important duty, because the work of so many other committees, such as the prayer-meeting committee and the lookout committee and the finance committee, depends upon it.

What should the society membership roll contain?

The autographs of all the members, made at the time when they join the society. The dates of joining. The up-to-date addresses of all the members. The active, associate, and honorary members

should be recorded separately. When a person is transferred from one of these lists to another or to the lists of absent or past members, a new record of his name should be made in the proper place. In a large society this membership record should be in the form of a card catalogue.

Has the secretary the authority to transfer members from one list to another?

No; this transfer is to be made only by vote of the society or of the executive committee, whichever the constitution says.

What is the work of the secretary that is next in importance?

Keeping the record of the business transacted by the society.

What should these minutes include?

The names of all officers elected, and of all committees. The motions made and carried. A statement of all reports made, and the substance of them in condensed form. The minutes should also present a faithful picture of the meeting reported, including a brisk summary of the discussions, and a statement of the motions that failed as well as of those that passed. For the future it is often as important to know what the society has decided *not* to do as to know what it has determined upon.

What style should be used in writing the minutes?

As bright a style as the secretary can command. Put in a bit of fun where you can. Fill the record

with point. The reading of the minutes, which in many societies is a dull, perfunctory performance, may be made a quickening exercise, a genuine stimulus to the society, prompting every Endeavorer to do his best.

When should the minutes be written out?

Immediately after the meeting. If you wait, your notes will grow " cold " and you will forget what some of them mean. Your report, however, should not be copied into the record-book of the society till it has been approved by the society, unless you are experienced, and are sure that the record will be approved. Copy the minutes into the record-book, however, as soon as they are approved.

How may the secretary have the records ready for reference when questions as to past action come up in the business meetings?

By devoting a dozen pages in the back of the record-book to an index, where the secretary will enter under the proper letters the pages where all important action may be found.

What has the secretary to do with reference to the executive-committee meetings?

The secretary will attend these meetings, and keep a record of them the same as of the business meetings of the society, but in a separate book.

How should the secretary call the roll at the consecration meetings?

Without haste, and yet with businesslike rapidity. Pause only long enough after each name to make sure that the message which should be sent if the member is absent has a chance to be heard. The most important possession for a secretary calling a roll is a loud voice.

What notifications should the secretary send?

Written notifications of election should be sent promptly to all officers and committees elected, whether they were present at the meeting or not. When any order is passed by the society affecting any officer or committee, pass it on in writing to that officer or committee, and do it at once. When a new member is elected, he should be promptly and cordially notified of that fact. The secretary should use his best penmanship and stationery, and should make the new member feel that an honor has been conferred upon him.

What are some of the other duties that the secretary will perform?

He will send notices of special meetings to the pulpit and the church paper, and post them on the society bulletin board. Sometimes the secretary sees to the printing of the topic cards, though usually the prayer-meeting committee does this; but there is always some printing in the course of the year that the secretary should take in hand and put through with taste and accuracy.

Chapter VII

THE TREASURER

What is the duty of a Christian Endeavor treasurer?

To keep the money of the society, pay it out on proper orders, and stimulate and direct the society finances.

What are the characteristics of the ideal treasurer?

Honesty, of course; he will never mix his own money with that of the society. Then accuracy, neatness, promptness, vigor, and tact. These are the important qualities of a good business man.

What is the first duty of a Christian Endeavor treasurer?

To take care of the money that is placed in his hands. It is a sacred trust to which he should be entirely true.

How will this trust be performed?

By keeping the society money in a safe place where it will be available immediately on call. The wisest plan is to put the money in a bank.

What accounts will the treasurer keep?

He will have a society account-book, and will enter promptly in a businesslike way every cent received and from what source it comes, and every cent expended and where it went. Dates will be recorded for everything. He will often strike a balance and count the money, so that he can tell whenever required exactly " the state of the treasury."

How will the treasurer protect himself against charges of error?

By insisting on the appointment of an auditor, who will go over the accounts carefully, and report to the society that they have been kept correctly.

What individual accounts will the treasurer keep?

He may keep separate accounts with the committees or the committee chairmen. If the pledge system of giving has been adopted by the society, the treasurer should keep individual accounts with members, entering under the name of each member every payment he makes in fulfillment of his pledge.

On whose authority will the treasurer pay out money?

Only on vote of the society or by written order from the officers, committees, or committee chairmen whom the society has expressly authorized to draw on the treasury.

How will the treasurer protect himself when he pays out money?

By having a blank receipt-book, and requiring

receipts from all to whom he pays money. In no other way can the auditor have a basis for his examination and report.

Why is such minute care necessary in dealing with the small sums of our Christian Endeavor treasuries?

Because the great object of our society is training; and as these small sums are managed, so in all probability will be managed the larger trust sums that the Endeavorers will handle when they hold office in the mature portion of the church.

What is the first essential for a proper system of society finances?

A budget; that is, a detailed list of the sums the society desires and expects to raise for various objects and purposes during the year. This budget will be prepared by the executive committee, and will include gifts to the denominational missionary societies and the work of Christian Endeavor at large and to the support of the various lines of work taken up by the society. The budget will be presented to the society and voted by it.

What is the best way to raise money for the budget?

The pledge system. Each member will be approached by the treasurer and the finance committee, and asked to sign a slip of paper bearing figures from 1 to 25. The member will cross out the sum he expects to give monthly toward the budget. It

is understood that he may withdraw his pledge at any time. He receives from the treasurer a package of twelve little envelopes bearing his number, and places one of these envelopes containing his gift in the contribution-box at each consecration meeting.

What will make this plan a success?

The thoroughness with which the treasurer and the finance committee see every member and obtain from each a pledge, however small. During the opening weeks of the society year the treasurer will report to the society at every meeting just how many have made pledges and the aggregate amount pledged, and how near the society is to raising the sum called for by the budget. The blackboard will be called in to impress the facts upon the members.

How will the treasurer keep the subject before the society?

If at any time during the year the returns are slow in coming in, the treasurer will make a warning speech, and, if necessary, will " go for " the delinquent members in person.

In what spirit will the treasurer do all this work?

Not for the sake of a fine report and big budget and full treasury and a goodly surplus, but to please our Lord and Master, who still sits " over against the treasury," and who cares much less for what we give than for the spirit of loving service in which we give it.

Chapter VIII

THE CORRESPONDING SECRETARY

What, in brief, is the work of the corresponding secretary?

To attend to the correspondence of the society, both that received and that sent out.

Why does the United Society of Christian Endeavor ask that this be a measurably permanent officer?

Because the corresponding secretary is the link between the society and all the Christian Endeavor unions, local, State, and national, and also the denominational authorities. If this officer were changed often, it would be impossible for these organizations to keep in touch with the society.

When should the corresponding secretary be changed?

Whenever the person holding the office fails to do the work promptly and well, and through failure of interest or force of circumstances cannot become more faithful. Notice of the successor should at once be sent to the national, State, and local Christian Endeavor unions, and to the missionary boards of the denomination and other denominational

authorities that wish to keep in touch with the society.

Who should occupy the post of corresponding secretary?

Some older Endeavorer who has had a service in the society long enough to become thoroughly familiar with the work. The post, however, should not be occupied by one that has been in the society so long as to lose interest in the work, but by one of the most efficient and zealous members of the society.

What letters are likely to come to the corresponding secretary?

Requests for information and statistics from the United Society of Christian Endeavor and the State and local Christian Endeavor unions. Letters from the president and secretary of the United Society, giving new plans for the work. Similar letters from the officers of the State and local unions. Letters and circulars from the denominational mission boards and other denominational authorities. Also many begging letters and appeals from all kinds of organizations and private persons.

What is to be done with these communications?

Every one of them is to be passed on *immediately* to the proper officer. If the letter calls merely for statistics, give it to the recording secretary, who will either answer it herself, or give the correspond-

ing secretary the facts for her to answer it. If it must be passed upon by the executive committee, hand it to the president. It is not the business of the corresponding secretary to pass judgment on any communication and decide whether it should be answered or not.

Who is to answer the letters that come to the corresponding secretary?

The corresponding secretary, if the society so instructs, as it usually will. If the letter simply calls for statistics, it is not necessary to refer it to the executive committee. As said above, the corresponding secretary will either answer it herself, getting the facts from the recording secretary, or will see that the recording secretary answers.

What is the corresponding secretary to say in a "letter of introduction," when such a letter is voted by the society?

Simply say that the Endeavorer who is leaving your society is an active (or associate) member in good standing, and that on behalf of the society you are glad to introduce him to the society in the place to which he is going. Add some account of the work the Endeavorer has done in your society and the positions he has held. This letter is only to introduce the Endeavorer; he must be elected a member of the society in the other town just like any one else.

Who sends off the money contributed by the society to various causes?

The treasurer, and not the corresponding secretary. Often it goes through the church treasurer.

Who notifies new officers and committees of their election?

The recording secretary, who will conduct all correspondence within the society, as the recording secretary has the records on which such notes are based.

What information may the corresponding secretary obtain from other societies?

The corresponding secretary may well correspond with other corresponding secretaries about the best ways of working and about the progress of other societies. The letters thus obtained will be read to the society, with comments.

If the society should vote a resolution regarding some public matter, who should transmit it to the officer or organization involved?

The corresponding secretary, whose duty it is to attend to all the exterior correspondence of the society.

What work will the corresponding secretary do with the absent members?

She will keep in touch with them, asking for an occasional message for the consecration meeting, and learning of the Christian Endeavor work that they may see. Similar letters may be obtained now and then from the former members of the society.

Chapter IX

THE PIANIST

Why is the work of the pianist important?

Because by her playing she can make the singing successful or a dismal failure, and the singing is one of the most important parts of our prayer meetings.

What is the most important qualification for a prayer-meeting pianist?

Consecration: the sincere desire to praise the Lord Jesus and build up His kingdom.

What is the second essential for the work?

Skill in playing. Every Christian Endeavor pianist has an opportunity before which a great concert audience is as nothing. Think who is in our Christian Endeavor prayer meeting, where even two or three are met together in His name! The pianist will practise assiduously, and seek always to do her work better and better for the sake of Christ. While one that cannot play very well should be willing to take the position if no better player is available, she should do all she can to become more proficient in this great work.

What is the next essential?

Thorough familiarity with the hymn-book that is

used by the society. Practise all its pieces over and over, so that you will not be caught, no matter which one is called for.

What quality is most valuable in a pianist?

Decision. Play with briskness and firmness. The pianist is the leader of the singing, and must exhibit the marks of leadership. A weak introduction to a song kills it before it begins.

How are preludes to be used?

With discrimination. If the song is familiar, only the chord should be given. Give it with decision, pause a second, and then start off the hymn with decision. If the hymn is unfamiliar, play it through, or enough of it to give an idea of it.

How are interludes to be used?

Sparingly; it is well not to play any interlude after the first and second stanzas. If the stanzas are long and you are to sing all of them, an interlude after the third stanza may be useful to give a chance for getting breath. Usually, however, it is enough merely to give the chord as a signal for beginning the next stanza. Some organists use the interlude as a chance to show off, and that is in the poorest of taste.

What is to be done if the society drags?

Do not race ahead at an impossible distance in advance, for then you merely make a confusion out of which there is no rescue. Just keep a fraction of a beat ahead of the society, and when the stanza is

finished play the hymn over at the desirable speed, in the hope that the society will get into the swing of it.

What caution about the number of stanzas to be sung?

The pianist should listen carefully when the hymn is announced, and should follow with great care the instructions about omitting stanzas. Here again the pianist should be a leader.

What if a hymn is called for inaudibly?

The pianist should speak up and say, "What number, please?" Do not guess at the number, or begin to play till you are sure that you have the right one.

How can the pianist aid the society in the matter of expression?

By playing a hymn through with feeling, softer and louder, faster and slower, as the thought may require. The pianist cannot do this unless she has a thorough familiarity with the hymn-book.

May the pianist ever call for a hymn?

Certainly, especially when it is plain that the leader has not made a careful musical programme, and sometimes in the course of a consecration-meeting roll-call when music is needed to relieve it.

When may the pianist start a hymn without calling for it?

This service is particularly valuable, as it gives

much spontaneity to a meeting. If the pianist has many hymns in mind, and is able to play them from memory, she will greatly aid the meeting by often starting a suitable hymn at the close of some earnest testimony — a hymn that fits right into what has been said.

What can the pianist do for the general musical interests of the society?

Very much. If there is no music committee, the pianist may act as such a committee; and if there is a music committee, the pianist will be its chief aid. She may organize " sings " in the homes of the Endeavorers to practise the songs in the hymnal, she may lead the singing at the socials, she may obtain solos, duets, and choruses for the meetings. She will do all she can to enrich the society with melody and praise.

Chapter X

THE JUNIOR SUPERINTENDENT

What is the work of the Junior superintendent?

To carry on the Junior society of Christian Endeavor and to interest all others in the work that can be interested, so that it will be perpetuated if the superintendent has to give it up.

Who should be Junior superintendent?

Any one upon whom God has laid the burden of care for the children.

How is the Junior superintendent elected?

The best way is for the Young People's society to nominate the superintendent to the church and the church to elect the superintendent among its regular officers, just as the Sunday-school superintendent is elected in most churches. Then the church would feel responsible for the maintenance of the work.

Whence will come the money support of the society?

Not much money will be needed, but the church should place in its regular budget the small sum necessary for the Junior topic cards, hymn-books, and the other expenses of a year's Junior work. It

is the most profitable work done in the church, very often, as many pastors are glad to testify.

What help will the Junior superintendent get in the work?

The great help of a Junior committee from the Young People's society. Many superintendents also have one or more assistant superintendents. The committee and assistants should be made responsible for definite parts of the work, so as to relieve the superintendent wholly of those details.

To whom will the Junior superintendent report?

To the Young People's society at each monthly business meeting, in order to keep the young people interested in the Juniors. Also to the church at the annual meetings, and oftener if the pastor desires.

How much of the work should the Juniors themselves do?

As much as you can get them to do — lead the meetings, give the chalk-talks that are given in *The Christian Endeavor World*, play the piano, plan the socials, plan the committee work.

What paper will add to the interest and efficiency of the Junior society?

The Junior Christian Endeavor World, Christian Endeavor Headquarters, Boston, costing ~~twenty-five~~ 50 cents a year in clubs of ten. It gives one new plan a month for each Junior committee and many helps on the Junior prayer-meeting topics, including questions

to answer, topics to discuss, and talks for the leader. In addition, it gives a story each month on one of the topics, by Pansy, and many other bright stories and serials.

What practical help has the superintendent in her work?

The Junior manuals published by the United Society, written by Mrs. Clark, Mr. Wells, Mr. Anderson, and others; also each week in *The Christian Endeavor World* full helps by Mrs. Clark and others, including the superintendent's talk, questions and illustrations, an object talk, a blackboard picture, a recitation, and things for the Juniors to do in the meeting. No one that makes use of this material can fail to have a good Junior society.

How will the superintendent best direct the Junior committee work?

By having the committees one at a time at her house, or by having all the committees at once meet in different rooms, she meeting with each in turn and then calling them all together to report the results of their discussions. It is a good plan to have on the Junior committee one older Endeavorer for each of the Junior committees, to act as adviser. These advisers, as far as possible, will be the Endeavorers that have become skilled in the kinds of work they are to superintend.

How can you teach the Juniors to pray in public?

By holding little prayer meetings with a few at a time — preferably the committees — each one

present to pray in turn. By having the society follow you in little prayers, a sentence at a time. By teaching the Juniors Bible prayers. Dr. Clark has compiled a booklet of prayers for Juniors, " Bible Prayers and Bible Classics," sold by the United Society for ten cents.

How is the Efficiency Campaign applied to Juniors?

By a unique plan calling for the use of sashes and badges, which is explained in the leaflet, " The Efficiency Campaign for Juniors," sent by the United Society of Christian Endeavor for three cents. The carrying out of this plan will do wonders for any Junior society. Also by a full set of leaflets like this series, only simpler, which is described in the leaflet just named.

How may the Junior superintendent win and hold the boys?

Get some young man to serve as assistant superintendent, or co-superintendent, leading the boys in the athletic work, the walks, the making of collections, the marching, etc., suggested in " The Efficiency Campaign for Juniors."

How can parents be interested in the work?

By giving them something to do — invite them to a definite meeting, send the Juniors to them with definite requests. The organization of a Mothers' Society of Christian Endeavor will be of the greatest assistance in this. See the United Society's ten-cent pamphlet on Mothers' societies.

Chapter XI

THE INTERMEDIATE SUPERINTENDENT

Why is the work of the Intermediate superintendent important?

Because she takes the boys and girls at the most important transition period of adolescence, the period when most conversions are made and most characters are fixed for good or evil.

Why is the Intermediate superintendent's work difficult?

Because of the perplexities attending this period of life, its impatience, its perturbations, its fluctuations, its perverseness, its secrecy, and its impulsiveness. Also because of the comparatively short time during which she has the young Endeavorers before they should be transferred to the older society.

In what points will the work of the Intermediate superintendent differ from that of the Junior superintendent?

The Intermediate superintendent will be more a power behind the throne. She will leave much to the leadership of the Intermediate officers, and will strive in every way to develop their initiative.

The meetings of the society will approximate those of the older society, and the committee work will be modeled upon the committee work of that society as rapidly as may be.

What prayer-meeting topics should be used in the Intermediate society?

That depends upon the age of the Intermediates. Some societies find the Junior topics still the best, and some — the majority — take those of the Young People's society. The difference is more in the manner of treatment than the topics.

How will the Intermediate superintendent seek to develop prayer-meeting leaders?

By encouraging the Intermediates to prepare their programmes and get up their meetings without consulting her; she, however, will watch the meetings, and after each one will make a little speech, criticising the meeting favorably and unfavorably, showing how it could be bettered.

What are some features that may be introduced into the meetings to stimulate the Intermediates?

A debate, when the topic admits of it. Two-minute talks by the Intermediates. Prayers by all the members. An exercise in the starting of hymns without the piano. Practice in giving reasons for Christian doctrines.

What are some studies that may be carried on in connection with Intermediate work?

The Intermediates are just at the age when some formal religious studies will appeal to them, as being work that their elders are engaged in. The proposal to have a mission-study class or a class in evangelistic methods or Christian evidences or church history or civics will be welcomed by them.

What kinds of committee work will Intermediates do best?

The most aggressive and energetic kind. The Intermediate societies have proved themselves able evangelists among those of their own age — high-school age. They may distribute tracts. They may organize singing bands for the hospitals and other institutions and for outdoor work. They will delight in the work of starting new Intermediate societies.

What kinds of social work will please the Intermediates?

Athletic features will charm the boys. Get some fine athlete from the older society to lead them. Have contests with other societies. Organize camping expeditions, walking tours, bicycle runs, tennis tournaments, and the like. For the girls many of these same interests are available, modified to suit their strength; the girls will also like clubs for various kinds of work or play, such as a reading-club, a sewing-club, a musical club. All of these subsidiary organizations will be considered branches of the society and will report to it.

What kinds of committee work are especially adapted to the Intermediate society?

All the usual kinds, such as lookout, prayer-meeting, social, and missionary. Also, the Intermediate society is a good field for temperance and citizenship committees, for press committees, good-literature committees, information committees, pastor's aid committees, and music committees.

How will graduation from the society be managed?

By fixing a regular day for it and making it an event, holding a joint meeting with the Young People's society.

How will you determine who should graduate?

By establishing a definite list of requirements, as that the candidate shall have led a certain number of meetings and served on a certain number of committees or as an officer, that he shall have done good committee work, and shall speak and offer prayer readily. A set of test questions may be made up from this book, and used to examine the candidates for graduation.

Where may more be learned about the duties of the Intermediate superintendent?

In Secretary Shaw's pamphlet, "The Intermediate Handbook," sold by the United Society of Christian Endeavor, Christian Endeavor Headquarters, Boston, for ten cents postpaid.

them part in preparing for the socials. Assign them some definite part in the prayer meetings. The work of the committee has only begun when the new member joins the society.

How can the lookout committee watch over the members of the society?

By dividing their names among the members of the committee, each to keep a record of the attendance and participation in the prayer meetings of the Endeavorers assigned to him. This record should be sent monthly to each member, and should be summarized, without names, in the committee's report. Each member of the committee should seek to aid the religious development of those assigned to him.

How can the pledge be kept before the members of the society?

Have a large-type copy hanging in the meeting-room. Have the pledge repeated in concert at the beginning of each consecration meeting, and when the new members join. At each consecration meeting have a different clause of the pledge discussed and emphasized by a good speaker.

What can the lookout committee do for the associates?

It can spur them to regular attendance by careful and prompt inquiries after all absences. It can give them definite work to do in the meeting, such as reading verses or answering written questions

It can have them placed on committees as assistants. It can urge active membership upon them. Above all, it can urge upon them individually and often the call of Christ to open confession of Him and membership in His church.

What is the duty of the lookout committee with regard to the consecration meeting?

To see every absentee that did not send a message, and learn the reason for the failure. Do not wait for three consecutive unexcused absences, but give a warning after each one.

What will the lookout committee need most in order to do its work well?

Love — love of God, and love of those for whom its members work. Love of God will lead to prayer, and prayer will lead to faith and confidence and fidelity. Love of the other Endeavorers will produce patience and earnestness and tactfulness and perseverance.

What is a good motto for this committee?

" I am my brother's keeper."

Where can you learn fully about the committee work?

In the pamphlet, " On the Lookout," a manual of lookout-committee work, sold by the United Society of Christian Endeavor, Christian Endeavor Headquarters, Boston. Sent postpaid for ten cents.

Chapter XIII

THE PRAYER-MEETING COMMITTEE

What objects will the prayer-meeting committee set before it?

To improve constantly the Christian Endeavor prayer meeting, and to further the private devotional life that leads to the improvement of the prayer meeting.

What should characterize the membership of this committee?

In the first place, deep personal devotion to Jesus Christ; then, readiness to express that loyalty openly on all suitable occasions. The committee must itself go the way it points out to the other Endeavorers. Further, the committee should be wide-awake, inventive, persevering, and tactful.

What is the first duty of the committee?

To obtain topic cards, one for each member. A very useful form is the leaflet published by the United Society of Christian Endeavor giving daily readings. At a slight additional cost pages will be added giving the officers and committees of the local society. The United Society has also an unexcelled supply of ornamental cards, and its sale of

these is one of its main sources of revenue for carrying on its work for the societies and the churches.

What is the next duty of the prayer-meeting committee?

To appoint the leaders. These leaders should be appointed six months ahead, and a list of them should be posted in the society meeting-room.

How should the leaders be trained?

They should be called together at the beginning of the six months and addressed by an experienced worker, who will give them practical advice about conducting meetings. The committee will add suggestions and will answer the leaders' questions. Different members of the committee will be assigned to the different leaders to help them plan their meetings. Each leader should receive a copy of the leader's leaflet of suggestions in this Efficiency series (one cent each in quantities; sample copy, two cents).

What is to be done if the leader of a meeting fails to appear?

The chairman or some other member of the committee will take charge of the meeting promptly, and do the best he can.

What is the value of the short prayer service which many prayer-meeting committees hold with the leader just before the society meeting?

As all kneel and offer prayer in turn for the

meeting, the leader is strengthened by the consciousness of divine support and the support of his comrades. Many a leader has received in this little meeting courage to pray and testify freely.

How may the committee get more prayers into the prayer meeting?

By offering prayers themselves. By going to a number of members that do not pray in the meetings and asking them to do so. By forming " prayer trios," saying to some timid member, " I will pray first, and then do you follow, and as soon as you are through a second member of our committee will offer prayer."

Who should call for sentence prayers?

These should be called for at least once in every meeting, and the prayer-meeting committee (any member) may call for them, unless arrangement has been made with the leader to do so.

What is a memory meeting?

One in which the leader and all that take part use their memories entirely, no books being in the room, and no written or printed paper.

What is a leaderless meeting?

One with a programme placed before the society on a blackboard and followed from beginning to end without direction from a leader or the com-

What is committee leadership?

All the members of the committee sit in front of the society and divide among them the work of leading.

What is dual leadership?

Two Endeavorers, one experienced and the other a beginner, sit together before the society and divide among them the work of leading.

What will freshen up a prayer meeting?

Placing the chairs in unusual positions. Holding the meeting out of doors, or in an unusual room, or at an unusual time, as early in the morning. Adopting any novelty, such as a blackboard talk, or an object talk, or an essay on the subject, or a recitation or dialogue. One such novelty is given for each prayer-meeting topic week by week in *The Christian Endeavor World*.

How can the committee lead the members to take part in original ways?

By giving to the beginners written questions on the topic (these are furnished weekly in *The Christian Endeavor World*); by dealing with them personally and urging them to add something of their own to everything they quote.

Where can the committee learn more about this work?

In the book, "Prayer-Meeting Methods," the fullest collection of prayer-meeting plans ever made. It is sent postpaid for 35 cents by the United Society of Christian Endeavor, Boston and Chicago.

Chapter XIV

THE MISSIONARY COMMITTEE

What is the work of the missionary committee?

To promote the missionary interest of the society — the missionary meetings, mission-study, giving to missions, praying for missions, and the actual doing of missionary work.

What kind of persons should make up the committee?

Mainly those that are already missionary enthusiasts, but a few that know little about missions may be added in order that they may catch the fire.

How large should the committee be?

As there are twelve missionary meetings in the year, it is well to have a committee of twelve, each to lead one of these meetings.

What is the plan of mission bands?

It divides the entire society into twelve bands, each under the leadership of a member of the missionary committee. Each band is responsible for one of the missionary meetings, and will study upon it through the year till its turn comes. Such missionary meetings will shine!

How may the missionary committee be organized?

By dividing among its members the work to be done, so as to place each member in charge of one division of it. One member, for instance, will try to increase the missionary giving of the society, another will have charge of the missionary reading, a third of the mission-study class, etc.

What are some elements that should enter into every missionary meeting?

The use of the map, with a map-talk about the country, and with the pointing out of every locality mentioned during the evening. The introduction of any topic of timely interest, such as current events will suggest. Speaking without the use of book, paper, or manuscript. The use of pictures, curios, music from the land under discussion, native costumes, tableaux, and the like. At the close, a brisk "quiz," reviewing the principal points that have been brought out.

How may the committee get the Endeavorers interested in missionary reading?

Have a missionary library. Use also the missionary books in the Sunday-school and public libraries. Make envelope collections of interesting clippings to be used in connection with the meetings. Offer a reward to be given to the one that will read in three months the largest number and the best-selected list of missionary books and magazines. Form mission reading-circles. Have some of the most in-

teresting missionary books reviewed in the meetings and at once loaned.

How may the mission-study course be conducted?

Send to the United Society of Christian Endeavor, Boston, for a list of the text-books now ready. They cover most mission fields, home and foreign, and are intensely interesting. Appoint a leader, who need not be a fine missionary scholar, but only a good executive. Every member of the class must have the text-book. Eight weekly lessons will complete the course. Every book will tell the leader how to carry on the work.

How can you increase the missionary giving of the society?

By urging membership in the Tenth Legion — the United Society enrollment of those that make it a rule to give to religious work at least a tenth of their incomes. This is on the same principle that leads us to keep sacred to God one-seventh of our time — it causes us to use for God more of all our time than we otherwise should.

Is it advisable for the society to have special objects to which to give?

The society should give to its denominational mission boards, whose work, as members of the church, they are bound to support. If those boards are willing to assign special objects for the gifts of the societies, it will be well to adopt one or more of them

How may prayer for missions be stimulated?

Many missionary boards publish prayer cycles, which the Endeavorers may be urged to observe. Each Endeavorer may be urged to choose one missionary for whom, and his field, the Endeavorer will pray daily.

How may the socials be used to increase interest?

Socials built along missionary lines may be given by the missionary committee joined with the social committee; for instance, a Japanese social with Japanese decorations, costumes, booths, games, songs, reading, and refreshments.

What example should the missionary committee set?

It should itself do all these things — read, study, give, and pray.

What missionary work may be done by the society?

It may teach English to foreigners, send cheery letters to missionaries, co-operate with city missions, fill missionary boxes, make friends with all that do not know Christ and seek to lead them to Him.

Where will the missionary committee learn more about its work?

In the very complete "Missionary Manual," sent postpaid for 35 cents by the United Society of Christian Endeavor, Boston.

Chapter XV

THE SOCIAL COMMITTEE

Why is the social committee so named?

Because it is to be social itself, and inspire others to be social. It is the committee of friendliness.

What are the fields of its operations?

Not merely the society socials, but also the prayer meetings, the church services, and the home life of the Endeavorers.

How large should the committee be?

It should be one of the largest in the society, because its work is so varied and reaches out so far. If the committee consists of the usual number, three, it should seek to enlist all the rest of the society as helpers.

What kind of persons should be placed upon the committee?

Social persons — those that are not afraid to talk to strangers, those that have the power to make others feel at home and to bring out the best that is in them.

In what spirit will the social committee do its work?

In the spirit of love and service, as Christ went

to the marriage feast of Cana. The work of the social committee should be as religious as that of the prayer-meeting committee. It will be "social to save," seeking to get close to people in order to bring them close to Christ. In this spirit every social will be planned.

What if the amusements of the town are on a low plane?

There is all the more need of the work of a Christian Endeavor social committee to elevate them, to win the young people from the doubtful amusements and show them that they can have a gloriously good time in ways of which Christ would approve.

Therefore what kinds of amusements should be banished from Christian Endeavor socials?

"Kissing games," and all other games that bring boys and girls into undue familiarity. Gambling games, dances, and every other form of amusement that is hurtful. Late hours should not be kept, nor should costly and elaborate preparations be made. The best socials are simple and inexpensive.

Should refreshments be served at Christian Endeavor socials?

Not always. Do not let the Endeavorers come to feel that they cannot have a good time without eating and drinking. Nevertheless it is true that eating and drinking brings people closer together; and if the refreshments are simple and inexpensive, it is a good plan to have them at perhaps every alternate social.

How will the refreshments and the other expenses of the social committee be provided for?

If they are kept at the lowest point, the society may pay them out of its treasury from the contributions of the members — that is, provided the larger part of the gifts goes to society expenses and to missions. Some societies raise money for socials by a cake and candy sale once a year or by giving a pay entertainment.

Should an admission fee to the socials be charged?

Never, unless sometimes a merely nominal fee to add to the fun, such as a cent for every foot of one's height. It must be made as easy for the poor as the rich to attend our socials.

How should the socials begin?

With some amusement that will set every one to playing, such as matching halves of proverbs or quotations, or seeing who will get the largest number of autographs in a given time or say " How do you do? " to the largest number of persons, receiving from each a card bearing his number.

How should the socials end?

With the singing of a few songs and with a word of prayer and the benediction.

What sort of amusements should make up the greater part of a Christian Endeavor social?

Those that are worth while, that quicken wits and add to information and strengthen character. There are a large number of such amusements, and they are more interesting than the more frivolous games, though some lighter amusements may be introduced for the sake of variety. No amusements should be allowed of which the pastor and church do not approve.

Where may one learn about good amusements for the Christian Endeavor socials?

In the three books of socials published by the United Society, "Social Evenings," "Social to Save," and "Eighty Pleasant Evenings," sent postpaid for thirty-five cents each.

How will the social tone of the society be maintained outside the socials?

The social committee will speak to all strangers and new members, and introduce them to others and try to make every one feel at home in the society.

How may the work of the social committee be extended to the homes?

By the organization of "group socials" or "neighborhood socials," in which the young people of one neighborhood meet together, or sometimes one group goes for an evening to a home in some other and distant neighborhood and meets that neighborhood group. The purpose in it all is to break down cliques and the caste spirit, and to unite all the Endeavorers as brothers and sisters in Christ.

Chapter XVI

THE MUSIC COMMITTEE

What is the work of the music committee?

To arrange for the playing of the piano or organ in the society meetings, to further in every way the musical interests of the society, and to lead the Endeavorers to be helpful with music for outside causes.

How large should the music committee be?

Usually three, but it may be larger or smaller according to the size of the society and the work the committee finds to do.

What kind of persons should be placed upon this committee?

While the committee should, of course, have upon it one or two persons of musical ability, it is more necessary that its members, and especially its chairman, should have musical enthusiasm and good executive ab'lity than that they should be musicians themselves. The committee is not so much to sing and play as to get others to sing and play.

How will pianists be provided?

The society may choose one person to be pianist for the year or the half year, just as it chooses any other officer; or, the music committee may select

one pianist; or, the committee may appoint all the members of the society that can play to serve as pianists in their turn. In any case the music committee will see that the place is filled during the temporary absence of the pianist.

In regard to the singing and other music of the meetings, what relation has the music committee to the leaders of the meetings?

The chairman of the music committee will always consult with the leader of each meeting, and the two will arrange for the music together. Generally the special music will be supplied by the music committee, but the leader will decide where it is to come in his programme. Also, the leader will consult with the music committee as to the ordinary singing, and the committee will suggest ways of brightening it. The music committee should not interfere with the plans of the leader by springing musical features upon him without warning.

What kinds of special musical features may the music committee provide for the meetings?

Solos, duets, quartettes, and choruses; also instrumental solos — violin, violoncello, flute, and piano, but the latter should be sacred music always. See that the special music harmonizes with the subject of the meeting. For instance, a missionary hymn sung as a solo is better for a missionary meeting than an elaborate solo that has no missionary bearing.

How may the committee arouse interest in the general singing of the society?

By holding " sings " at private houses, for becoming familiar with the less-known pieces of the hymn-book. By appointing some good, enthusiastic singer as musical director of the society, that he may stand before the society and lead the singing.

What warning should be given this musical director?

That he is not to make the prayer meeting a singing-class. Whatever instructions he gives as to the singing of a hymn should be so brief and pointed as not to interfere with the spiritual effect of the hymn. He will lead more by his own singing and by drilling singers outside the prayer meeting than by drill in the meeting.

What special hymns may be chosen?

A society hymn, selected by vote of the members, to be sung on all formal occasions. A memory hymn every month, to be committed to memory and sung at every meeting. (*The Christian Endeavor World* has for years given the history of one memory hymn each month.) A consecration hymn, to be sung at each consecration meeting. A missionary hymn, to be sung at each missionary meeting of the year. Committee hymns, to be chosen by each committee, a verse to be sung after each committee report at the business meetings.

What use may be made of a society chorus or glee club?

It may sing a hymn by itself at each meeting. It may furnish special music for socials and entertainments. It may aid in the singing at the church meetings. It will furnish a nucleus of trained singers to carry through with vigor the singing at the prayer meetings.

What outside causes may be helped by the music committee?

It may group the Endeavorers to aid the singing in the church prayer meetings and the Sunday-evening services. It may organize regular song services in the hospitals, old ladies' homes, prisons, etc. It may carry on the song service at outdoor evangelistic meetings. Carols may be sung in the streets on Easter, Christmas, and New Year's mornings.

What is the chief peril of the music committee?

That of falling into a rut. Endless variety may be introduced into the singing, if the committee will use its wits.

Where may the music committee find many other plans for its work?

In "Christian Endeavor Grace-Notes," a pamphlet sent postpaid for ten cents by the United Society of Christian Endeavor, Boston.

Chapter XVII

THE FLOWER COMMITTEE

What is the first thing for a flower committee to do?

Take account of its resources. Canvass the members and friends of the society, and see what material for church decoration is available — potted plants soon to come into bloom, ferns, and garden flowers or vines, and the like. Make a list of these.

Why is money sometimes needed for the work of the committee?

Because during the coldest months we may need to fall back upon the florist; but even then, if the committee is industrious in raising flowers, this will not be necessary.

How may the flower committee get money?

By private subscription. By a special church collection. By placing in the pews little envelopes marked "For the Pulpit Flowers," to be filled and added to the regular collection. By keeping in the church vestibule a box marked "Flower Offering," with a slit in the top. By a flower entertainment to which admission is charged.

How can we make the older church-members ready to give for this cause?

By making known, through the pastor and the church paper and in other ways, the good uses of the flowers in addition to their beautifying the church.

How can flowers be raised?

Each member of the committee may cultivate a flower garden. All the society may be set to raising Christian Endeavor flowers. You may offer a reward for the best garden or the best flower-bed or the finest specimen of a potted plant. You may distribute packages of flower seeds or bulbs to be raised. You may have an exhibition of flowering plants raised by the members. You may have a flower social once a year, the admission fee to be a flowering plant raised by the member bringing it.

How may we draw from the fields and the woods?

By making free use of the beautiful wild flowers in their season. By using such material as wild vines, sheaves of wheat, stalks of corn, autumn leaves, branches of evergreens, bright berries and rose pips, grasses, "pussy-willows," "cat-tails," and the like.

How may we use mottoes?

By asking the pastor what the subject of his sermon will be, and submitting to him a motto, perhaps his text. After he passes upon it, make the letters, cutting them out of pasteboard and covering them with evergreen or with gilt or silver paper.

and place the whole back of the pulpit on the wall.

How may we use the flowers when Sunday is over?

By taking them to the sick of the church and the community, and to hospitals. By giving them to the old people and other shut-ins. By sending flowers to the pastor and the pastor's wife on their birthdays. By remembering thus the birthdays of the church officers and others whom we wish to honor. By sending flowers to the public-school graduates. By putting them in the prisons and other places where they may minister in quiet ways. By using them as rewards for especially good committee work, or especially regular attendance. By welcoming with them the new members that enter the society. By pinning a buttonhole bouquet on every Endeavorer to signalize some meeting.

How may we enhance the value of these flower gifts?

By taking them in person, and by giving with them some written message of love and cheer. Always give them in the name of the society.

How may this work be divided up?

Let the members of the committee be responsible in turn for the church decorations and for the disposal of the flowers afterwards. Get the members of the society to take this work in turn, under the direction and with the aid of the committee. Let

the society vote which Sunday of the year saw the church decorated in the prettiest way. Give some reward for this.

What may the flower committee do in the church yard?

It may tend the walks, and cut the grass, where this is not provided for by the church. It may make and care for flower-beds. It may set out flowering shrubs and hedges and trees. All this, of course, will be done with the approval of the church officers and the pastor.

Where are fuller plans for the flower committee to be found?

In "The Flower Committee's Summary," a thirty-two page pamphlet which is sold by the United Society of Christian Endeavor, Boston, for five cents, postpaid.

In what spirit should the flower committee work?

In love for God's beautiful world and a desire to bring that beauty to others, that it may speak to them of the love of our Father in heaven.

Chapter XVIII

THE INFORMATION COMMITTEE

What is the object of the information committee?

To give the society information about the progress of the Christian Endeavor society in all parts of the world, and to tell them about new methods of Christian Endeavor work; also to report the most important news concerning the denomination and the progress of the church of Christ in the world.

Why is this committee important?

Because there is no inspiration without information. Because what we know about we are likely to be interested in and to work for.

Of how many should the committee consist?

That depends upon the size of the society; usually three members will be right but if the society is small you may have only one member.

How should the committee be made up?

Those should be placed upon the committee that are best informed regarding Christian Endeavor, or at least the chairman of the committee should be such a person. The committee should be able to recognize good news, and to present it in a bright, attractive way.

How often should this committee report?

At every prayer meeting, as a rule, taking the first five minutes of the meeting after the opening song and before the leader's remarks on the topic. Most consecration meetings, however, are so crowded that the report of the information committee may well be omitted.

Who will call for the report of the committee?

You should have a regular programme for the meeting given to the leader, containing a list of the features of the meeting that are not to be omitted, though the leader may vary the order as he pleases. Having this programme before him, the leader will be quite sure to call for the report of the information committee. If he neglects to do so, the president of the society should remind him of the omission; and if the president also forgets it, the chairman or any member of the information committee may rise and say, "The information committee has not given its report." Such a deferred report may be made during the meeting, but it is better if given at the beginning.

When the committee has several members, who should make the report?

The members will take turns in making the report, as they may agree beforehand; but the chairman will have general supervision of the matter, and will always be ready to report if the member fails whose duty it is. Besides, the chairman may

sometimes add to the report made by a member of the committee.

How long a report should be given?

Never longer than five minutes; less than that, if the news does not call for five minutes. Never pad it.

Where will the committee get its information?

From *The Christian Endeavor World* and other Christian Endeavor papers, and from the denominational and other religious periodicals, including the missionary magazines. In *The Christian Endeavor World* there is always a section of the Table of Contents pointing out certain articles as containing good material for the information committee.

What kinds of news items should be chosen?

Those that are of striking interest, such as when Christian Endeavor reaches a new country, when some new campaign or special effort is proposed, when a new method is reported, when some unusual or conspicuously good work is related; also similar items in regard to the general work of the church.

In what manner should the report be given?

The speaker should come forward and face the society, thus winning far more attention. He should never read from a paper, either a printed paper or his own writing, but he should get the facts firmly in mind, then speak them in his own words; this is immeasurably the most effective way. He

should be brisk, and should now and then introduce a bit of fun to enliven what he says. He should be practical, and should apply the information to his own society. He should speak clearly and earnestly. He should practise making his report before he comes to the meeting.

What are some variations of the report that will be of interest?

Sometimes all three members may stand before the society, and each will give in his turn a brief report. Sometimes the report will be placed before the society in the form of a clearly printed placard, bearing statistics or other information best presented in that way. Sometimes the speaker will ask the society to repeat after him some of the facts given, to impress them on the memory. Sometimes the speaker will conduct a quiz on the information given for a month back. Sometimes the committee will take a new country every week for several months. Much of the success of this committee will depend upon the original inventiveness that is put into the work.

Chapter XIX

THE SUNDAY-SCHOOL COMMITTEE

What is the work of the Sunday-school committee?

It is twofold: to help the Sunday school through the Christian Endeavor society, and to help the Christian Endeavor society through the Sunday school.

How large should the committee be?

From one member upward, depending upon the size of the society, the available material for the committee, and the work the committee finds to do. Three is the usual number.

Who should be placed upon the committee?

Those familiar with both the Christian Endeavor and the Sunday-school work, especially the older Endeavorers that can teach Sunday-school classes acceptably, and will have the confidence of the Sunday-school superintendent and be a real help to him and to the teachers.

What should be the relation between this committee and the Sunday-school officers and teachers?

The committee will simply offer itself to help them in every way, and will make suggestions of

what it may do if the work is desired; but it will not attempt any task without the hearty approval of all the Sunday-school workers concerned, whether superintendent, teachers, or others.

What, in most cases, is the most useful work the committee may do?

Furnishing substitute teachers for the Sunday-school classes. For this purpose the committee may constitute itself the nucleus of a class of Endeavorers and others who each Sunday will study in the school, under a good teacher, the lesson for the next Sunday, so as to be ready to teach the lesson the next Sunday as substitutes. Whether this is done or not, the committee should form a list of all that will agree to act as substitute teachers, as a general thing, when called upon, and will obtain the services of one of these teachers when it knows in advance that any teacher is to be absent.

What else may the committee do to help the Sunday-school superintendent?

It may organize and drill a Sunday-school choir. It may see to the decorating of the Sunday-school room with flowers. It may aid in the preparation for Sunday-school concerts and Christmas and other entertainments. It may lead in an effort to get for the school some needed piece of apparatus, such as a stereopticon. It may serve as a picnic committee. It may help in the school advertising, in the papers, by circulars, and by posters. It may get books for the library.

How may the committee increase the attendance of the school?

By conducting a systematic canvass of the town for new pupils. By canvassing the Christian Endeavor society for the same purpose. By organizing an attendance contest in the school itself.

How may the committee help the teachers and the school?

By taking lists of absent scholars and visiting their homes to learn the reasons for their absence. By studying lessons with the backward pupils and helping them on. By giving class socials. By aiding the teachers to make apparatus for teaching.

How may the committee advertise the Sunday school in the Young People's society meetings?

By speaking now and then of the interesting work the school is doing. By introducing into their prayer-meeting talks references to the current Sunday-school lessons. By getting the Sunday-school superintendent to lead an occasional Christian Endeavor prayer meeting.

How can the committee increase the membership of the Christian Endeavor society?

By canvassing the Sunday school for members, taking all the classes of suitable age. If the committee helps the teachers, the teachers should be willing and glad to help Christian Endeavor by urging membership in the society upon their pupils.

The committee may urge the teachers to make frequent references in their teaching to the work of the society, and also to the current prayer-meeting topics.

What help can the Sunday-school superintendent give to the society?

He can give the Christian Endeavor notices clearly and interestingly. He can urge membership in the society from the desk. He can recognize publicly the work the Sunday-school committee, and the society as a whole, is doing to help him.

How is the work of the Sunday school to be separated from that of the Christian Endeavor society?

The Sunday school is for Bible-study; the Christian Endeavor society, for religious training. The first is for impression, and the second for expression. The Christian Endeavor society has no time for teaching the Bible, and the Sunday school has no time for training in prayer-meeting testimony, in public prayers, in mission-study, in the leading of meetings, in the conduct of business meetings, in the many activities of the Christian Endeavor committees and officers.

Where can the committee find full directions for its work?

In "Sunday-School Endeavors," a pamphlet sent, postpaid, for ten cents by the United Society of Christian Endeavor, Boston.

Chapter XX

THE JUNIOR COMMITTEE

What is the work of the Junior committee?

To help the Junior superintendent carry on the work of the Junior Christian Endeavor society. To conduct that society if there is no Junior superintendent or in her temporary absence.

Why have a Junior committee?

Because the work of carrying on a Junior society is too heavy for one person. Because the superintendent may get sick or move away, or other contingencies may arise, leaving the Junior society without a superintendent; and in that case the Junior committee will carry on the work till another superintendent can be found. Many hundreds, even thousands, of Junior societies have been abandoned for a time, and sometimes altogether, just for the lack of a Junior committee.

Of whom should the Junior committee consist?

Of the members of the Young People's society (including the graduate members) that have any knowledge or inspiration or guidance for the Juniors. Endeavorers of the widest varieties of abilities will be useful on this committee.

How large should the committee be?

It should contain as many members as can or will do work in the Junior society, and it may well vary in size from time to time as the number of available workers varies.

Who will be the chairman of the Junior committee?

Some one with good executive ability, who can set others to work and keep them at it. Do not make the Junior superintendent chairman, for you want to relieve her of all the work you can; but the chairman of the committee will be in close touch with the superintendent, and will become temporary superintendent when the superintendent is away or is sick (unless, that is, the Junior society has an assistant superintendent).

What may the Junior committee do for the Junior meeting?

One of its members may play the piano and lead the singing, serving also as the adviser and superintendent of the Junior music committee. Another member who has a knowledge of missions and zeal for them may supervise the work of the Junior missionary committee and help to make the Junior missionary meetings successful. Another may have charge of the Bible work of the Juniors. Another may give an object lesson or a chalk-talk in every meeting. Another may keep order, sitting in the back of the room. Another may take in hand the temperance meetings. And so on. Of course, if

you cannot get workers for all this, you will get what you can.

What may the Junior committee do for the committee work of the Juniors?

It will furnish persons expert and trained along these lines of work to act as directors of the various Junior committees. For example, some one skilled in planning and managing socials will be placed on the committee, for the purpose of helping the Junior social committee to get up Junior socials of many kinds. Some skilled worker in the Young People's prayer meeting will be a member of the Junior committee, and will aid the Junior prayer-meeting committee and the leaders of the Junior prayer meeting. Some Endeavorer who has done good work on the lookout committee of the older society will be placed on the Junior committee, and will show the Junior lookout committee how to do good work.

How will the Junior committee aid the Junior officers?

It may contain an ex-president of the Young People's society, who will show the Junior president how to do his work, and especially how to conduct business meetings. He will also drill the Junior society in parliamentary law. Another member of the committee may be detailed to help the Junior treasurer and another to aid the Junior secretary.

How will the Junior committee interest the older Endeavorers in the Junior society?

By its regular reports at the business meetings of the older society, setting forth the work the Juniors are doing and asking the prayers and the sympathy and the active co-operation of the older Endeavorers.

How will the Junior committee interest the church in the Junior society?

By getting the co-operation of the pastor, and by reporting the work of the Juniors now and then in the church prayer meetings and other church meetings.

How will the Junior committee help in the matter of the finances of the Junior society?

It may obtain a regular grant from the treasury of the church, which should support the Junior work just as much as it supports the primary department of the Sunday school. If the Junior society gives entertainments to raise money for any purpose, the Junior committee will be very helpful there.

What authority will the Junior committee have?

No authority at all, unless it takes the place of a superintendent. If there is a superintendent, she is responsible for the Junior society and has all necessary authority, the Junior committee acting as her ready and willing subordinates, as closely co-operating friends. Acting in this spirit, it will do a work not second in importance to that of any other committee in the Young People's society.

Chapter XXI

THE FINANCE COMMITTEE

What work is committed to the finance committee?

It is to help the treasurer and the missionary committee, stimulate the giving of the society, and collect the money necessary for the society expenses and the missionary gifts of the society.

How large should the committee be?

Three members is enough, unless the society is very large. Even one member will greatly aid the treasurer.

What should be the characteristics of the members of a finance committee?

They should be resourceful, tactful, and persistent. They should realize the importance of giving as a Christian grace, and the importance of money for the furtherance of the kingdom of God. They should realize also that the habits of giving formed in youth are likely to remain in after life, so that the training given in the Christian Endeavor society in this regard is of the greatest value for the future church.

What is the foundation of the work of the finance committee?

The society budget — a carefully prepared list of society expenses that may be expected to occur, and of the gifts to missions and to other good causes that the society desires to make during the year. This budget will be drawn up by the executive committee and voted by the society. It should not be so ambitious that the society cannot carry it out and will therefore be disappointed and discouraged; neither should it be so small as to give no incentive to earnest work and no spur to progress.

What is the best system of raising money for the finance committee to work upon?

The pledge-envelope system, according to which each member of the society is approached with a card bearing figures from 1 up to perhaps 25. These represent the number of cents the Endeavorer is willing to contribute each month toward the budget. The Endeavorer checks off a number and receives a package of twelve little envelopes, each bearing the number that is assigned to him. He fills an envelope with the promised sum at each consecration meeting and places it in the collection-box. The treasurer knows his number on the envelope and credits him with the sum.

What if the member from force of circumstances becomes unable to pay his pledge?

He is then to be released from it promptly and cordially.

What is the duty of the finance committee in carrying out this pledge-envelope plan?

To divide up the society among them under the direction of the treasurer, and to see every member of the society and obtain a pledge for some amount, however small. These amounts are to be kept secret by the committee, only their aggregates being told to the society.

What is the duty of the finance committee during the year with reference to this pledge plan?

To keep it in operation under the direction of the treasurer by calling upon each member that is in arrears and asking him to pay up.

How should this be done so as not to offend?

Ascribe the omission to forgetfulness. Say to the member, " The treasurer has given me a list of those that have forgotten to keep up their pledge payments, and it is my duty to collect them. But it is a pleasant duty in your case, because I know you will be glad to square your account."

What is a good Eye-gate reminder of this duty?

A list of the numbers assigned to the members placed before them on a blackboard or a large sheet of paper, after each number being placed a statement of account, such as, " Paid up," or, " Due, 20 cents."

What if the member insists that he has made his payments, but has not been properly credited with them?

If the finance committee has been active in following up failures to pay, the dispute will arise regarding only one payment. Let the matter pass then, but watch that member with much care for the future!

What instructions may the committee wisely obtain from the society?

Definite instructions to see each member within two weeks after any failure in his payments. If this rule is made by the society, the committee will not be blamed for its promptness in "dunning" the delinquent.

What is to be done if one member of the committee fails to make a collection?

Send another member of the committee to the same person; he may prove more successful.

Need receipts be given for these monthly payments?

They are so small individually that it is not necessary; but the greatest care should be exercised by the committee and treasurer to be perfectly accurate in all accounts.

Chapter XXII

THE TEMPERANCE OR CITIZENSHIP COMMITTEE

Why is this called the temperance or citizenship committee?

Because either name may be adopted, according as the society wishes to confine the work of the committee to temperance or broaden it to take in all other civic duties.

Who should be placed upon this committee?

The more mature and better-informed members of the society, and especially the young men that have reached voting age.

What is the chief work the citizenship committee may do?

It may direct the Endeavorers in civic studies. Most of them are not old enough, probably, for any active part in civic life; but they are old enough to study that life, and prepare themselves for action when the time comes.

How may these civic studies be carried on?

By the formation of a class for the study. One of the young men of the society, or perhaps some well-informed man in the older church membership, will

act as leader of the class. A text-book will be chosen, and a chapter will be read and discussed at each meeting of the class.

How may these studies be applied to the actual conditions in your town?

By means of talks given by the town officers in charge of the various matters about which the Endeavorers are reading and studying. For instance, when the school system is studied you may have a talk from the school superintendent or county commissioner of education, or some member of the school board. In the same way you will obtain talks from the mayor or some alderman, the chief of police or some police-court judge, the street commissioner, a member of the board of health, the water commissioner, some assessor, the head of the lighting department, the fire chief, the public librarian, the postmaster, the jailor, an editor, a member of the legislature, perhaps a Congressman. These talks will be given before the study class, but the whole society should be invited, and, indeed, the entire church will be interested in them. Each talk should be followed by a lot of questions addressed to the speaker.

What will this committee do in the society prayer meeting?

It may take charge of the meetings with civic and temperance topics, and there are several such in the course of every year. It may see that civic and temperance applications are made at every meeting where they will be appropriate to the topic.

What civic work may the Endeavorers be led to do?

They may circulate petitions for moral measures, and forward them, when they are signed, to the members of the legislature and of Congress, and to other officers who will be influenced by them; and petitions, though often decried, do have a mighty influence over legislation. They may write, and see that others write, letters of hearty praise to public officers and law-makers when they have taken a noble stand. These letters do great good. They may engage actively in temperance campaigns, holding mass-meetings, organizing temperance parades with striking banners and transparencies, circulating temperance leaflets, and working to get out the full temperance vote. They may get up a society temperance pledge to be signed by all the members and then framed, each new member signing it as he enters.

What can the committee do on the various holidays?

It can work for the " safe and sane " observance of the Fourth of July by the prohibition of dangerous fireworks and of noise, and by the substitution of attractive public exercises, parades, public fireworks, and athletic contests. They can aid the old soldiers in the celebration of Memorial Day. Washington's and Lincoln's birthdays may be celebrated by suitable exercises. They can see to the observance of Thanksgiving Day by a religious service, if that good old custom has fallen into disuse.

What can the committee do for prisoners?

It can, with the consent of the chaplain and the warden, form Christian Endeavor societies among the prisoners, and seek by personal work among them to bring them to Jesus Christ.

What work for Sabbath-observance may the committee do?

It may circulate petitions for the closing of the post-office on the Lord's Day. It may organize the barber-shops and the meat-shops so that they shall be closed on Sunday. It may lead in a citizens' movement for the enforcement of the Sunday laws.

What other lines of work are possible for this committee?

Humane work — the prevention of cruelty to animals. The formation of anti-cigarette leagues among the boys. The formation of village improvement societies. The holding of debates on public questions at our Christian Endeavor socials. The use of vacant lots for market gardens. The opening of reading and recreation rooms. The establishment of a Christian Endeavor gymnasium.

Where will the committee find full directions for all this work?

In "Citizens in Training," a book sent postpaid for 35 cents by the United Society of Christian Endeavor, Boston. Also in the United Society's five-cent pamphlet, "The Effective Temperance Committee."

Chapter XXIII

THE PASTOR'S AID COMMITTEE

What is the object of this committee?

To help the pastor in every way he may suggest, and thus help to show and to cultivate the loyalty of our society to Christ and the Church.

How large should the committee be?

That depends upon the size of the society and the work the committee finds to do. Three is the usual number, but if the society is small one person may be the committee, with power to call on other members of the society to help him. If tasks that require much work are undertaken by the committee, and if the society is a large one, the committee may be enlarged to any suitable extent.

What sort of persons should be placed on this committee?

Those that will be most helpful to the pastor, and he should be consulted when the committee is made up. He will probably wish one at least of the committee to be quite mature. If there is a stenographer and typewriter in the society, she or he should be placed on the committee. Some one with a bicycle or automobile or horse and carriage will be helpful.

What is the relation of the pastor to this committee?

He should be a member *ex officio*, but without being required to attend the meetings of the committee except when it is perfectly convenient. The committee will hold itself ready at any time to take up any work he may have for it to do.

What if the pastor does not suggest work for the committee?

Then the chairman of the committee will go to the pastor and ask for work, at the same time suggesting some of the tasks named below, and inquiring if the committee can be of service along any of these lines.

What can the pastor's aid committee do to help the pastor in his routine work?

It can run on errands, especially with the aid of the bicycle or horse. It can fold letters and direct envelopes. It can use the manifolder. It can use the typewriter. It can act as secretary, if one of the committee knows shorthand. It can place notices on bulletin boards. It can see that notices get into the papers, if there is no press committee. It can help in keeping up the card catalogue of the members of the parish. It can distribute circulars regarding the church from house to house. It can call at the parsonage or the pastor's study once a week on a certain day and hour, ready for the tasks that may have accumulated.

How can the committee help in the church prayer meeting?

By taking part promptly, and leading other Endeavorers to do the same. By organizing a choir of Endeavorers. By acting as ushers. By carrying out any special prayer-meeting plan the pastor may form.

How can the committee help the Sunday-evening service?

By getting up special music for it. By advertising the topics of the sermons through the town. By reminding the society of its pledge to attend all the regular Sunday and midweek church services, unless prevented by a reasonable excuse.

How can the committee extend the pastor's influence?

By praising his good work to all whom the members meet. By advertising the church meetings zealously. By seeking to bring new members into the church.

How can the committee be a personal comfort to the pastor?

By telling him when his sermons help them personally. By praying much for him, and letting him know it. By often assuring him of their love and loyalty.

How can the committee keep from getting into ruts?

By studying all that they can find, in books and periodicals, that will furnish new plans for church work. These plans it will bring to the attention of the pastor, but not in an obtrusive or officious way.

What are some of the errors this committee may make?

It may think too highly of itself. Let it remember that it is not doing the great work of the pastor, but is only helping a very little; and it is the pastor that is doing it. It may come to have too high an opinion of its own enterprise and good judgment. It should remember that the pastor has had a special training for his work, and is an expert to whose opinions they should listen with the greatest respect.

How will the committee know that it is succeeding?

As the pastor comes to rely upon it more and more, and finds more and more work for it to do.

Chapter XXIV

THE GOOD-LITERATURE COMMITTEE

What is the work of the good-literature committee?

It is to promote in every way feasible, among the Endeavorers and outside the society, the reading of good books and periodicals.

How large should the committee be?

Three members is the usual number. If the society is very small, a committee of one is much better than no committee at all. In a large society, if the committee finds much work to do, it may be enlarged to any desired size.

Who should be members of this committee?

Those that like to read the best books and periodicals, and feel the importance of good reading for the development of the Christian life. Those that are enthusiastic and energetic in recommending good reading to others.

What periodicals will the good-literature committee urge the Endeavorers to read?

The Christian Endeavor national and local papers, and the general and missionary periodicals of the denomination. It will also speak occasionally

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of especially good articles in the current magazines and other periodicals.

How will the good-literature committee promote the reading of these periodicals?

By obtaining subscriptions for them (and the publishers of all of them will gladly co-operate, usually giving substantial inducements for the work). Also by distributing sample copies, and speaking before the society about the periodicals. Call attention to occasional features of special interest by reading extracts in the meetings or posting articles and poems on the bulletin board of the society. Lend numbers among the members of the society. Keep sample copies hung up in the society meeting-place, each marked with the price of the subscription.

What kind of books will the committee urge the Endeavorers to read?

Books on the Bible and on missions. Books on reforms. Patriotic books. Devotional books. Books on Christian Endeavor history and methods. Books helpful in Sunday-school work. Stories of an uplifting nature. The best poetry, history, and biography.

Where are the Endeavorers to get the books the committee recommends?

The society may well establish a Christian Endeavor library, and one of the good-literature committee will be the librarian. The Sunday-school

library will also be used, and the public library of the town, if you have one. A magazine club may be formed, and also a club for the purchase and loan of books. Hold a book social, the admission fee to which will be some good book, new or second-hand.

How will the committee bring these books to the attention of the society?

Hold a book evening, the exercises consisting of reviews of many books by many Endeavorers. Often let members of the committee speak of certain books which they have found interesting and helpful, reading extracts from them in the prayer meeting. After a book has been mentioned thus, the speaker will hold it up and get some one to take it on the spot. Reading contests are good, a book being given as a reward for the reading, in a year or in six months, of the best and largest list of books.

How will the good-literature committee help the cause of good reading outside the society?

By systematically gathering up the books and periodicals that the members of the society and congregation will give it, and putting them where they will be well used, as in hospitals, asylums, lumber-camps, on board boats, in railway stations, police stations, fire stations, car-barns, barber-shops, and the like. Have receptacles for good

reading-matter in these public places, putting the name of your society upon them.

What is a good-literature table?

It is a table in the vestibule of your church to which the members of the society and congregation bring whatever good reading-matter they are through with. Every one has the privilege of taking from the table whatever he or she wishes, this permission being given by a placard over the table. The good-literature committee takes care of this table.

What are reading-circles?

Groups of the Endeavorers, organized by the literature committee, who will meet at the homes of the members, each group to read some book which it has selected under the committee's guidance. After several chapters have been read will come amusements, to finish a very delightful evening.

Where can you learn more about the work of this committee?

In "Good-Literature Committees at Work," a five-cent pamphlet published by the United Society of Christian Endeavor, giving in full many helpful plans.

What will be the result of faithful service on the part of the committee?

A better informed society, a wider outlook, and a great mental and spiritual stimulus that will be invaluable.

Chapter XXV

THE WHATSOEVER COMMITTEE

What is the whatsoever committee?

It is made up of the Juniors that graduate each year from the Junior society. They remain in the whatsoever committee for a year after they enter the Young People's society. The committee may also receive the youngest and least experienced members of the Young People's society, even though they have not passed through the Junior society.

What is the purpose of the whatsoever committee?

To make the Junior graduates familiar with the Young People's society, and work them into the prayer meetings and the older forms of committee service.

Who is usually appointed chairman of the whatsoever committee?

The Junior superintendent, or some other person closely identified with Junior work — perhaps the assistant superintendent or some older Endeavorer who has passed through the Junior society.

What is the lend-a-hand committee?

Where there are many graduates from the Junior society it is sometimes best to divide them, placing

the boys in a whatsoever committee and the girls in a lend-a-hand committee. The work of the two committees, however, is practically the same.

What is the character of the work of the whatsoever committee?

As its name implies, it is to do " whatsoever " it finds to do, " whatsoever " its members think Christ would like to have done. Especially, it is to do " whatsoever " work does not fall anywhere within the sphere of any other committee. It is an " odds-and-ends " committee. Thus its members get training in a variety of services.

How should the whatsoever committee meetings be conducted?

With great care, since the members are in training for their Christian Endeavor work in the future. The committee should meet regularly once a month, and should consider what it has undertaken during the past month and how it has succeeded. Then it should go on to plan definite work for the month to come. The report to be presented to the society at the next business meeting should be read and discussed, that it may be as good as possible.

What may the whatsoever committee do for the prayer-meeting room?

It may be a ventilation committee, seeing that the air is fresh before the meetings open, and opening the windows to renew the air after the prayer meeting, if there is another meeting in the same room immediately. It may also be a janitor com-

mittee, placing the chairs in order at the beginning of the meeting, if they are not in order, and seeing that they are in order and all bits of paper are picked up at the close of the meetings. It may also take charge of the hymn-books, distributing them at the beginning of the meetings and gathering them at the close.

What other work may the committee do with regard to the hymn-books?

It may mend them if they are torn, and erase any writing in them made by the careless among the Endeavorers. It may do the same for the Bibles that the society may own, and for the books in the Christian Endeavor library or the Sunday-school library, or for the Sunday-school and church hymnals.

What may the whatsoever committee do for the prayer meetings?

Its members may always occupy the front seats, and thus set a good example. They may take part in the very first minutes and thus send the meeting off with a rush, even though their participation is very brief. They may sing a hymn all by themselves, having practised it carefully. They may now and then furnish recitations appropriate to the topics.

What may the whatsoever committee do to help the other committees?

Its members may wait on the tables, if the society

has a supper to give. They may distribute the topic cards for the prayer-meeting committee, and the pledge envelopes for the treasurer. They may aid the flower committee in gathering flowers and in taking flowers to the sick. The chairman of the whatsoever committee will offer the help of her committee to all the other committee chairmen.

What may the whatsoever committee do for the church?

It may aid the janitor in keeping the church yard and the church building clean and tidy. It may help the pastor's aid committee in its work for the pastor. If a special need of the church is noticed, it may fill it or get others to fill it.

What may the whatsoever committee do in preparation for entering upon the full work of Christian Endeavor?

It may take up some book of Christian Endeavor methods and form a class to study it. The best plan is for its members to obtain this volume, and study it so faithfully that they can pass the examinations and qualify as "Christian Endeavor Experts."

How, in general, will this committee find work to do?

By keeping its eyes open and always being on the watch for what needs to be done in the Christian Endeavor society, in the Junior and Intermediate societies, in the Sunday school, and in the church.

Chapter XXVI

THE PRESS COMMITTEE

What is the work of the press committee?

To advertise Christian Endeavor, and stimulate the local society workers everywhere by writing Christian Endeavor news items and other Christian Endeavor material for the secular and religious papers.

Who should be placed upon this committee?

The chairman should be some one with newspaper experience, if it is possible to obtain the services of such a person. The members should be good writers, full of the spirit of Christian Endeavor.

How large should the committee be?

That depends upon the number of papers for which you wish to write regularly. If you are to cover several papers in the same field, as several dailies in your city, it is best to have a separate reporter for each.

For what periodicals will the press committee write?

Primarily for the secular newspapers, since those receive the least news about Christian Endeavor and the churches. Then the religious papers of your denomination and the general religious press.

including, of course, *The Christian Endeavor World*, and your local Christian Endeavor paper, if there is one.

How will the committee get into the local secular papers?

Simply by writing bright, sensible items and handing them to the editor while they are fresh. Whatever is really "newsy" will find a welcome with him.

How will you prepare the manuscript?

Write on only one side of the paper. Typewrite everything. Be perfectly accurate in proper names and all other matters.

What kind of items will the editor want?

Whatever is unusual. Whatever has a "human interest." Whatever stirs persons in an interesting way. Whatever has "the story element." Notice what the editor does put in and take it for a cue.

What style of writing should be used?

Do not attempt to be "smart" in your writing. A bit of humor, however, of sly wisdom, of quaintness and unexpectedness, is sure to win favor for a writer. Be yourself; but make the most of yourself. Be original; and make your originality worth while. Study the best models.

How can you get regular space — a Christian Endeavor department — in the secular papers?

Only after the editor has become thoroughly

familiar with your ability and thoroughly convinced of the interest and popularity of what you have to offer. When you have convinced him of this, he will probably be willing to give you regular space.

What kind of news is suitable for the denominational papers and "The Christian Endeavor World" and other Christian Endeavor papers?

These papers, having a wider field, do not care for the items of purely local interest that furnish perhaps the most acceptable material for the local secular papers. They want what will appeal to readers that do not know the persons in your society, and do not care who is president or who got up that bright social and fine prayer-meeting plan. They would be glad to know, however, just how the social or the prayer meeting was conducted.

What is the most common fault of those that send items to the national and denominational papers?

Prolixity. They are likely to take five hundred words in saying what could be said far more attractively in one hundred words. Do not leave it for the editor to boil down what you send: do it yourself. Consider carefully what is of merely local interest, and cut it out. Then condense the rest to the extreme limits of readableness. The editor will probably condense the result — and thereby improve it.

How can the press committee help the church?

If the church has no press committee (and it probably has not), its work may be greatly aided by adding church news to the Christian Endeavor news furnished to the secular and religious papers. All such items should be submitted to the pastor before they are sent.

How long should the press committee serve?

The work of this committee requires peculiar and exceptional ability, and therefore the members of the committee may well be continued in office for more than one term, or till others can be found to take their places. The committee, however, should be continually " working in " new members.

Where can the press committee learn more about this work?

In " Christian Endeavor Ink," a pamphlet for press committees and Christian Endeavor reporters, sent by the United Society of Christian Endeavor, Boston, postpaid, for ten cents. This pamphlet contains eight chapters of varied and practical advice.

Chapter XXVII

PRAYER-MEETING LEADERS

Why is the work of the prayer-meeting leader important?

Because the success or failure of the meeting is largely in his hands. The meeting may recover if he gives it a poor start, but it is not likely to do so. On the other hand, if he gives it a good start it is quite certain to be a good meeting.

Who should lead a Christian Endeavor meeting?

Any one that loves the Lord Jesus Christ and wishes to do His will. This spirit in a leader is far more important than wisdom or experience or ability of any kind.

When should the leader begin his preparation?

As soon as he learns that he is to lead the meeting! He should at once read the Scripture passage and fix the subject well in mind, so that he may be ready to seize upon the many observations, incidents, illustrations, and thoughts that will be sure to come up if he is on the watch for them.

For what will the leader prepare?

For his opening words, of course, but especially for the part in the meeting to be taken by the other Endeavorers. His chief concern will be for the programme of the meeting.

What is the leader's main temptation and snare?

To think too much about his opening remarks and make them too long and elaborate He is to be the leader — that is, he is to lead others to take part in the meeting; he is not to say it all himself. Many leaders make this mistake.

What should be the nature of the leader's opening talk?

It should never be exhaustive, or seem to be. It should not take up many points, for some of them will certainly be in the minds of the other Endeavorers, and they will be prevented from speaking, or will speak without the interest and force they would otherwise have. The leader's talk should be suggestive and stimulating, but not wearisome and discouraging. Therefore the leader should seldom make more than one point, and he should make that point very briefly and brightly. A story or anecdote with a word of application is an ideal leader's talk. The best thing the leader can possibly do is to give a personal experience bearing on the subject, because that will suggest to others the most helpful contributions they can make to the meeting.

How long should the leader's talk be?

Never more than five minutes.

May it be written and read?

Possibly, but even in the case of a beginner it is far more effective if he says only ten sentences, and in a bungling way, than if he reads a five-minute essay couched in his very finest language

How will the leader set others to work for the meeting?

He will give out questions bearing on the topic, such as those printed every week in *The Christian Endeavor World*. He may get some one to commit to memory a fine poem and recite it. He may get another Endeavorer to give an object-talk or a chalk-talk. He may obtain a symposium, asking several members to give their views on the same question one after another. He may get up a debate on a point connected with the topic. He may ask several members to write out questions to be propounded at the meeting — questions bearing on the topic. He may distribute a few good quotations to be read, *with comments*. He may assign several subdivisions of the subject to different members for one-minute talks.

What is the value of a novelty?

One new plan is the making of a meeting, and one new plan is enough. The leader may well carry out the novelty for the meeting which is described in each number of *The Christian Endeavor World*.

What instruction about beginning should the leader observe?

To begin promptly on time. If the members are not seated, he will not wait for them to be seated. If the pianist is not in her place, he will start off with a song led by himself, or some one else, independent of the piano. Sometimes it is well not to start with a song but with some less common feature.

What instructions about the main portion of the meeting?

Let everything move briskly. Allow no gaps in your schedule. Pass from point to point promptly.

Should the leader talk during the meeting, urging the members on?

That seldom does good, and often does harm. If the leader has made thorough preparation beforehand by setting the members at work, talk from him through the meeting will not be necessary.

How should the meeting be closed?

Call on the pastor for his closing five minutes. Have some closing feature that will be impressive, like the concert reading of some appropriate hymn, or prayers by three members in succession, or the repetition of some part of the pledge in concert, or sentence prayers for the society and its work.

What is the prayer-meeting leader's one reliance?

Prayer. He will pray much during his preparation, and while the meeting is in progress; and he will offer a prayer for God's blessing on the completed work. That blessing will always be bestowed.

Chapter XXVIII

ASSOCIATE MEMBERS

What are the associate members of the society of Christian Endeavor?

Associate members are, according to the constitution, " young persons of worthy character who are not at present willing to be considered decided Christians."

What promises are made by the associate members?

The associate member's pledge is, " As an associate member I promise to attend the prayer meetings habitually, and declare my willingness to do what I may be called upon to do as an associate member to advance the interests of the society."

What is the relation of the active members to the associate members?

The constitution says that the associate members " shall have the special prayers and sympathy of the active members," and that the society will work toward making them active members in time.

What are the duties of the associate members with regard to the Christian Endeavor prayer meetings?

To attend them regularly. That involves, of course, quiet and earnest attention when there. The associate member is in training to be an active member, and his training comes largely from hearing and observation of what the active members say and do.

Is the associate member to take part in the prayer meetings?

He has not promised to do so, and is not required to, but the society will be glad to have him take part at any time and in any way he will. He should always take part in spirit, by inward prayer, and by joining in the thought of the hymns and Bible-reading and in the prayers and testimonies of others

What are the ways in which the associate members may begin to take part in the prayer meetings?

By reading verses of Scripture and gradually adding to the reading a few words of their own By calling for the singing of appropriate hymns, and gradually by adding to the announcements of such hymns a word or two of original testimony. Hymns, however, should not be called for toward the crowded end of a meeting nor soon after another hymn has been sung Also, the associate member will find it easy to begin with a sentence prayer, and for that purpose it is best to commit to memory some prayer sentence from the Bible, especially from one of the Psalms

What part will the associate members take in the consecration meetings?

If their names are called (they should be called at the beginning of the meeting) they will be expected only to answer, "Present." It is hoped, however, that gradually the associates will give something more than this when their names are called.

What committee work may associates do?

Some societies have the helpful custom of placing the associates on the different committees as assistant members. In that position the associates are expected to aid the other members in their work, under the direction of the chairman, thus learning about the work and becoming ready to take it up as active members. It may be found well to group the associates in a committee by themselves under the leadership of an expert active Endeavorer, who will train them in many forms of committee service.

What is meant by being a Christian?

Accepting Christ openly as one's Saviour from sin and the Master of one's life. Christ asks for this open confession, since it is best for His followers and best for His church. It is a very slight return for all that He does for us. It is the manly and womanly way to start the Christian life. It is, however, only a start, and being a Christian means to try to do all that Christ would have us do.

Does this involve joining some branch of Christ's church?

It certainly does, and therefore at least half of the societies require all active members to be church-members. That matter is left for the individual societies and pastors to determine.

Should the church-member remain in the associate member's class?

Never; that class is reserved for those that are not yet ready to be called decided Christians.

What, therefore, should be the steady aim of all associate members?

To develop themselves in the Christian life with the positive intention of very soon becoming active Endeavorers and joining the church.

How can associate members help one another?

By fidelity to the society and to their pledge, and by urging the others to take with them the step into active membership.

How can associate members help the society?

By steady attendance at the meetings, by careful attention, by hearty singing, and by taking larger part in the meetings and in the committee work as fast as they can, " trusting in the Lord Jesus Christ for strength."

Chapter XXIX

THE TENTH LEGION

What is the Tenth Legion?

It is an enrollment, made by the United Society of Christian Endeavor, of all those that make it a practice to set apart at least a tenth of their income and use it for distinctively religious work.

What was the origin of the Tenth Legion?

It was established by Mr. W. L. Amerman in the New York City Christian Endeavor Union, and was adopted soon by the United Society as a world-wide movement for generous giving.

What is the meaning of the name?

It has reference to Cæsar's famous Tenth Legion, and implies that givers of the tenth may accomplish as great results in the warfare of Christ's kingdom against the evil that is in the world.

What is the history of the practice of tithe-paying?

In brief, it was the custom of the Old Testament Jews, who were required, in common with many other ancient nations, to set apart one-tenth (and often as much as three-tenths) of their income for the maintenance of religion. The tithes of the Jew

corresponded to our secular taxes as well as our religious gifts.

Has the tithe New Testament sanction?

It is implied in Christ's statement (Matt. 23: 23) with reference to the tithing of mint, anise, and cummin, and the neglect of the weightier matters — justice and mercy and faith: " These ye ought to have done, *and not to have left the other undone.*"

Why, then, is tithe-paying urged upon modern Christians?

Because some standard of generous giving is most helpful, even if the standard does not fit every case. It is not enough to talk about systematic giving, for the gift of a cent a month would be systematic; nor about proportionate giving, for the gift of ten cents out of every hundred dollars' income would be a proportion. What is needed in all Christian work is a systematic *generous* proportion, and that is furnished by the tithe.

But are there not some that ought not to give so much as one-tenth of their income?

If any one can conscientiously say this of himself or herself, we should not question it; but the question for each one to settle with his conscience is, " Ought I not to give at least one-tenth of what God gives me for the carrying on of His work in the world? "

But ought not all Christians to give God all that they have?

Certainly, and setting apart for definite religious work one-tenth of one's income is a very great spur toward using for God all one's possessions.

What is the analogy to the Sabbath?

We all believe in setting apart to special religious work one-seventh of our time, though we all believe that all our time should be spent as God would have us spend it. Setting apart in this way one-seventh of our time greatly helps us to spend it all in right ways. It is just so with our money.

What is the first step toward tithe-paying?

To keep an accurate account of our income and our gifts, and see the proportion we are giving to religious work. We shall probably find that we are giving a much smaller proportion than we thought we were.

What is the next step?

To open up in a little book an "Account with the Lord," placing on the left-hand page a record of our income, dividing each item by ten, and on the right-hand an account of our gifts to religious work. The two should be made to balance each month — though if the right-hand total exceeds the left-hand you will be glad to let it remain!

What is meant by "income"?

All the money that comes in, whether it is a regular income or irregular. Business expenses, however, should be deducted before taking the tithe, such as the salaries paid to employees and the cost of goods sold.

What is meant by "gifts to religious work"?

Expenditures for any object that you consider special and definite work for God. You alone are to be the judge, and of course you will wish to train your conscience with the fullest knowledge of the work that needs doing.

What is the advantage of joining the Tenth Legion?

The inspiration of fellowship in a great movement, and the help that is given others when they learn of the large numbers that have adopted this method of giving.

How does one become a member of the Tenth Legion?

By signing the covenant. Send a two-cent stamp to General Secretary William Shaw, Boston, Mass., expressing your purpose to join, and he will send you the Tenth Legion certificate, which you will keep.

Can one withdraw from the Tenth Legion?

Yes, at any time, simply by notifying Secretary Shaw. It is, however, the rarest thing for any one to withdraw. Many hundreds of testimonies have been received stating that the writers have found the greatest satisfaction and joy in giving according to this sensible, just, and businesslike method. That is also the personal testimony of the writer of this book.

Chapter XXX

THE QUIET HOUR

What is meant by "the Quiet Hour"?

It is a regular time spent daily in quiet communion with God and meditation on the Bible, and the greatest themes of life and destiny.

How is it connected with our Christian Endeavor pledge?

In the pledge we promise to make it the rule of our lives to pray and read the Bible every day. The Quiet Hour simply makes this pledge a little more definite.

What are the Comrades of the Quiet Hour?

An organization established by Dr. Clark, who proposed that the United Society of Christian Endeavor should enroll as Comrades of the Quiet Hour all those, whether Endeavorers or not, who agreed to make it the rule of their lives to spend some definite part of every day (at least fifteen minutes) at some regular time — early in the morning is suggested — in quiet communion with God and meditation upon religious themes.

How does one become a Comrade of the Quiet Hour?

By sending a statement of one's desire to Rev F. E. Clark, Boston, enclosing a two-cent stamp. The Quiet Hour pledge will be returned, to be signed and kept by the Comrade.

How may one withdraw from the organization?

Simply by sending word to Dr. Clark that one wishes to withdraw, but you will not wish to!

Why is it best to observe the Quiet Hour in the same place, as a rule?

Because the surroundings will come to suggest devout thoughts, and will put the spirit in the mood for helpful meditation and prayer.

Why is it best to observe the Quiet Hour early in the morning?

Because then the mind is fresh and strong from the rest of the night, and our meditation is sure to be more helpful and our communion more inspiring. Moreover, the result of it can be carried into the day's work to enrich it. But if circumstances prevent the morning Quiet Hour, almost equal good can be gained from a Quiet Hour at night, reviewing the events of the day and praying for a blessing upon the morrow.

Why is it best to set a minimum of fifteen minutes?

Because we do not usually give enough time to such exercises, and they are so brief that nothing

comes of them. If we put little into a thing, we cannot expect to take much out of it. And when we once get into the spirit of the Quiet Hour the fifteen minutes will seem all too short.

What may well be the beginning of every Quiet Hour?

To remind ourselves that God is present. To say over and over to ourselves, "God is here. Christ is by my side. The all-seeing, the all-powerful, the all-loving One is in this room." Realization of this is necessary in order to have real communion.

What is the next step that it is usually best to take?

Reading the Bible, the message from this present Father and Saviour. Read it in large portions, unless you come across some verse or short passage that compels you to stop and think. It is well to read it in consecutive portions, so as to get clear ideas of whole books. Many of these books can easily be read through at a sitting.

What other helps shall we find for our Quiet Hour?

Bible commentaries, especially those of a devotional turn, and books by the great masters of devotional writing, such as Jeremy Taylor, Fénelon, Thomas à Kempis, Meyer, Matheson, Alexander Maclaren, Andrew Murray, together with the religious poets — Browning, Tennyson, Whittier, Lowell, Wordsworth, and the great hymn-writers

What will fill out and complete your Quiet Hour?

Much prayer — loving and faith-filled talk with the Father; and much meditation — peaceful waiting to hear what the Father has to say to us.

What will be the nature of our prayer?

It will contain petition, asking from God simply and trustfully just the things we feel that we need from Him, whether they are little or large; but it will be made up far more of adoration and gratitude, naming over our many blessings and praising the Giver of them.

What will be some of the themes of our meditation?

The last day's living, and how it can be bettered to-day. The work that God has for us to do in the world, and how He will help us do it. Our besetting sins, and how we may with God's grace overcome them. God's goodness to us and to the world as shown in the life and person of Jesus Christ. The many evidences of God's love, as shown in His providence in our lives and in the history of the world. Thought of these great themes will broaden our lives and will put into our souls the divine peace and power.

Chapter XXXI

CLASSES IN CHRISTIAN ENDEAVOR METHODS

How to Use This Book as a Text-Book

It is hoped that in many societies classes for the study of this book will be formed and that the book will also be used in this way in Christian Endeavor unions and at Christian Endeavor conventions and summer schools.

The leader of such a class need not be an expert teacher. All that is necessary is that he believe in Christian Endeavor, be a good executive, and be ready to work and get others to work.

The class may meet weekly or fortnightly; less frequently than that would not be best. It may consist of few or many. Sometimes the executive committee alone may take the course. Sometimes the entire society may be persuaded to pursue the study, taking only a chapter at a time and devoting to it the first fifteen minutes of the prayer meeting. Classes that have an hour or more to give to each recitation may well take several chapters at a time, especially those chapters that consider the less important lines of work.

We give below a series of suggestions for the class treatment of each chapter of this book. These sug-

gestions are to be followed in whole or in part, according to circumstances, and a resourceful leader will expand them in many ways.

Chapter I.—The Prayer Meeting

1. Ask the questions of the members of the class, as given in the chapter.

2. Subject for a two-minute paper: "The Bible Authority for Prayer Meetings."

3. Question for discussion: "Is it reasonable to expect every Christian to take part in prayer meetings?"

4. Statement of experiences by the members of the class on these points: "What is hardest for me to do in the prayer meeting;" "What is most helpful to me in the prayer meeting;" "How I have been able to overcome a prayer-meeting difficulty."

5. Questions on the prayer meeting by all the members of the class, to be discussed by the class under the direction of the leader.

6. Five-minute talk by an experienced prayer-meeting worker: "The Vast Gains That Come from the Prayer Meeting."

Chapter II.—The Pledge

1. Go over the questions and answers of the chapter.

2. Discussion: "Which of the pledges suggested by the United Society is to be preferred?"

3. Statement by the members of the class of the difficulties they have found with the pledge.

4. Statement by the members of the class of the advantages they have gained from keeping the pledge.

5. A five-minute talk or essay: "How the Christian Endeavor Pledge Strengthens Character."

6. Three members of the class will speak briefly on the topic, "How to Promote Loyalty to the Pledge," each giving only one point.

Chapter III. — Christian Endeavor History and Principles

1. The leader will ask the questions in the chapter and the members of the class will give the answers.

2. Discussion: "What principles of Christian Endeavor, among those enumerated in the last answer of the chapter, are most important?"

3. Five-minute paper: "Interesting Facts about Christian Endeavor in Foreign Lands."

4. Symposium by three speakers: "What I Think to be the Secret of the Success of the Christian Endeavor Society."

5. Questions about Christian Endeavor principles, by the members of the class.

6. Prayers of thanksgiving for the past of Christian Endeavor and petitions for God's blessing upon its future.

Chapter IV. — The President

1. The members of the class will recite the answers to the questions in the chapter.

2. The class will relate observations of presidents, stating the good and bad qualities of presidents as they have seen them.

3. Discussion: "How can we be training Endeavorers for the post of president?"

4. Two-minute talk by the president of the society, "How a President Likes to Be Supported."

Chapter V. — The Vice-President

1. Go over the questions and answers in the chapter.

2. Two-minute essay: "When the Vice-President is a Useless Officer."

3. Discussion: "How can we make better use of the vice-president in our society?"

Chapter VI. — The Secretary

1. The leader will ask the questions in the chapter and receive the answers from the members of the class.

2. Model minutes of a Christian Endeavor business meeting will be read by one of the class in the character of a Christian Endeavor secretary.

3. Brief talk on the different ways of calling the roll at the consecration meetings, taken from the United Society's ten-cent pamphlet, "Our Crowning Meeting."

4. Reading of a model letter notifying a person of election to membership in the society.

5. Discussion of good ideas for Christian En-

deavor topic cards, led by some member of the class previously appointed.

Chapter VII. — The Treasurer

1. The questions and answers in the chapter will be carefully canvassed.

2. A well-kept treasurer's account-book will be exhibited.

3. A member of the class will make a speech in the character of a treasurer stirring up an imaginary society to pay its pledges to the society treasury.

4. Two-minute talk: "The Importance of a Thorough Training in Giving When We Are Young."

5. Discussion: "To what objects should the Christian Endeavor society contribute?"

Chapter VIII. — The Corresponding Secretary

1. Go over the questions in the chapter and draw answers from the class.

2. Two-minute essay: "The Non-corresponding Corresponding Secretary."

3. A member of the class will write a model letter of introduction and will read it to the class.

4. A model letter to an Endeavorer in another State asking for the best methods of work in that society.

5. A model letter to an absent member asking for a consecration-meeting message.

Chapter IX. — The Pianist

1. The leader will ask the questions of the chapter and the members will give the answers.

2. A talk from the church organist, giving points in regard to the playing of hymns for congregational singing.

3. Illustrations on the piano of some of the common faults of pianists and also of the excellencies that the pianist should seek to develop.

Chapter X. — The Junior Superintendent

1. Go over the questions and answers of the chapter.

2. Some former member of the Junior society will tell what good he or she gained from the society. Question the speaker.

3. A Junior superintendent will tell what help she wishes to receive from the older Endeavorers.

4. Two-minute essay: "Why Every Church Should Have a Junior Society of Christian Endeavor."

5. Discussion: "How to get the co-operation of the parents for the work of the Junior society."

6. Discussion: "The practical advantage of Junior committees in the Young People's societies."

Chapter XI. — The Intermediate Superintendent

1. Ask the questions in the chapter and bring out the replies.

2. Some Intermediate superintendent will speak of the importance of Intermediate work.

3. Discussion: " What should be the difference between the management of an Intermediate and a Junior society? "

4. Discussion: " What should be the difference between the management of an Intermediate and Young People's society? "

5. Discussion: " Where in our locality should new Intermediate societies be formed? "

Chapter XII. — The Lookout Committee

1. Go over the questions and answers in the chapter.

2. Two persons will present an impromptu dialogue, one acting as chairman of a lookout committee and the other as a person whom the chairman is trying to get to join the society. Objections will be made and met.

3. A question-box on lookout-committee work.

4. Essay (five minutes): " Gains that Come from the Christian Endeavor Pledge."

5. Some experienced Endeavorer will show what an active lookout committee means to a society.

6. An exhibition of lookout-committee printed helps.

Chapter XIII. — The Prayer-Meeting Committee

1. A quiz on the points brought out in the chapter.

2. Three members of the class will be appointed leaders of the prayer meeting of an imaginary society for three different topics soon to come, and the class will suggest to them, in an imaginary leaders' conference, how they may make their meetings shine.

3. Two-minute essay: " Why Some Prayer Meetings Drag."

4. Discussion: " Elements that should be found in every consecration meeting."

5. Talk by some expert prayer-meeting worker: " Bright Ways to Begin a Prayer Meeting."

6. Talk by another expert worker: " Helpful Ways to Close a Prayer Meeting."

Chapter XIV. — The Missionary Committee

1. Review the questions and answers of the chapter.

2. Discussion of the possibility of starting a mission-study class in your society.

3. Two-minute paper: " How Maps May Be Made to Brighten Missionary Meetings."

4. Symposium: three members of the class will give their ideas on how to promote missionary reading.

5. Discussion: " How to increase the missionary gifts of a society."

6. Report of experiences: the best plan for a missionary meeting you have seen tried.

Chapter XV. — The Social Committee

1. Go over the questions and answers of the chapter.
2. Three-minute talk: " Social to Save "— the helpful uses of Christian Endeavor socials.
3. Statement of memories by the members of the class: " What social that you have attended stands out most pleasantly in your memory, and why? "
4. Suggestions from all the class for good instructive features for socials.
5. Suggestions of good ways to break the ice at socials.
6. Debate: " Is it best to have refreshments always at our Christian Endeavor socials? "

Chapter XVI. — The Music Committee

1. Ask the questions of the chapter and draw the answers from the class.
2. The leader will announce a series of topics — love, heaven, temptation, salvation, Christ, country, etc.,— and will ask the class to suggest hymns for each.
3. Discussion: " What novel musical features might we introduce in our society? "
4. Five-minute talk: " Useful Pieces in Our Hymn-Book That We Seldom or Never Use."
5. Discussion: " What are some causes in this community which we might aid with music? "

Chapter XVII. — The Flower Committee

1. Go over the questions and answers of the chapter.

2. One of the class will write and read a model letter to be sent by the flower committee with flowers to an invalid.

3. Three-minute essay: "Some of the Wrong Ways to Arrange Flowers."

4. Five-minute talk, with illustrations: "Some Right Ways to Arrange Flowers."

5. Discussion: "How can we make a better use in this community of our Christian Endeavor flowers?"

Chapter XVIII. — The Information Committee

1. A drill on the questions in the chapter.

2. A model information committee report, made up from the last number of *The Christian Endeavor World*.

3. Discussion: "The advantage of having regular information-committee reports in our meetings."

Chapter XIX. — The Sunday-School Committee

1. A quiz on the questions and answers of the chapter.

2. Three-minute talk by the Sunday-school superintendent: "What the Sunday-School Committee May Do for Our School."

3. Three-minute talk by the Christian Endeavor president: "What Our Sunday School May Do for Our Society."

Chapter XX.—The Junior Committee

1. Go over the questions and answers of the chapter.
2. Discussion: "Why some Junior societies are disbanded."
3. Three-minute talk: "What a Junior Committee Would Accomplish for Our Junior Society."
4. Question-box on the work of the Junior committee.

Chapter XXI.—The Finance Committee

1. Discuss the questions and answers of the chapter.
2. Brief talk by a Christian Endeavor treasurer: "Why Every Treasurer Needs a Finance Committee."
3. A model conversation: a member of the class supposed to be a member of a finance committee will approach another member asking for a regular contribution and presenting a card bearing various numbers, such as is described in the chapter.
4. A similar conversation by two other members of the class, one of whom approaches the other with the request that he pay up what he owes the society on his pledge.

Chapter XXII.—The Temperance or Citizenship Committee

1. Review the questions and answers of the chapter.

2. Debate: "Should we have a temperance committee or a citizenship committee?"

3. Five-minute talk by some office-holder of your town: "Civic Work that Needs Doing in Our Community."

4. General discussion of the subject by the class and the speaker.

Chapter XXIII.—The Pastor's Aid Committee

1. Ask the questions of the members of the class, as given in the chapter.

2. Get your pastor to name some things that the pastor's aid committee might do for him and the church.

3. Discussion: "What other work might the pastor's aid committee do in our church?"

Chapter XXIV.—The Good-Literature Committee

1. The leader will ask the questions in the chapter, and the members of the class will give the answers.

2 Reading of a list of periodicals for which a good-literature committee might obtain subscriptions in your society and church

3. Talk: "Books I Have Read That I Should Like to Have the Members of the Society Encouraged to Read." This by some one who has read widely and wisely.

4. Discussion: "Shall we start a Christian Endeavor library? How shall we go about it?"

Chapter XXV.—The Whatsoever Committee

1. The members of the class will recite the answers to the questions in the chapter.

2. Report of the work the whatsoever committee might do in your society, by a member of the class appointed a week in advance to investigate.

3. Discussion: "Should we have both a whatsoever committee and a lend-a-hand committee?"

Chapter XXVI.—The Press Committee

1. The leader will ask the questions in the chapter and receive the answers from the members of the class.

2. A member of the class, having selected some well-written Christian Endeavor news items, will read them and point out their excellencies.

3. The class will name advantages that would come from the work of a press committee in their society.

4. The pastor will tell what the press committee might do to help the church.

5. A member of the class will read a set of Christian Endeavor items which he has composed relating to the recent history of the society.

Chapter XXVII.—Prayer-Meeting Leaders

1. The questions and answers in the chapter will be carefully canvassed.

2. The class will resolve itself into a band of prayer-meeting leaders about to lead a series of meetings, and will discuss how to lead each meeting to the best advantage.

3. Five-minute talk: "Mistakes a Prayer-Meeting Leader is Likely to Make."

4. Five-minute talk: "The Ideal Prayer-Meeting Leader."

5. A question-box on the work of the prayer-meeting leader.

Chapter XXVIII.—Associate Members

1. Go over the questions in the chapter and draw answers from the class.

2. Three Endeavorers who have been associate members will give their experiences in that class of members.

3. Discussion: "How many associate members should we have, compared with the number of active members?"

4. Three-minute essay: "The Importance of Work with the Associates."

Chapter XXIX.—The Tenth Legion

1. Ask the questions in the chapter and bring out the replies.

2. Those that have been giving a tenth will state their experiences.

3. Question-box on tithe-giving, conducted by a tithe-giver.

4. Three-minute essay: "The Results if All Christians Would Give a Tenth."

Chapter XXX.—The Quiet Hour

1. A quiz on the points brought out in the chapter.

2. Statements by Comrades of the Quiet Hour, each of whom will relate his experience in the Quiet Hour.

3. Five-minute talk: "Books Helpful in the Quiet Hour."

4. A question-box on the Quiet Hour, conducted by a Comrade of the Quiet Hour.

5. Three-minute essay: "The Results if All Christians Would Observe the Quiet Hour."

Christian Endeavor Expert

EXAMINATION CONDITIONS

Because of the fact that local and state Christian Endeavor unions are engaging in special campaigns and contests involving the securing of Experts under competitive conditions, certain uniform requirements will be appreciated as necessary in the interest of fairness and thoroughness.

In order that the examination in Expert Endeavor may be equally comprehensive everywhere, the United Society announces the following conditions under which the title Expert Endeavor will be conferred:

1. That a final examination be given and that this examination be on the book as a whole. Chapter tests and tests on two or more chapters at a time are recommended.

2. That final examinations be always written.

3. That not less than one hundred questions, *taken from the book itself be asked.*

4. Where examiners desire to employ an educational method other than the one involved in the above requirements, and calling for fewer questions *such lists* should be submitted to, and approved by, the United Society of Christian Endeavor before they are used.

The above conditions outlined also apply to examinations on the Junior Text Book.

The examination should be conducted by a committee of three or more appointed by the society or union. It is desirable that the committee should be composed of the older Endeavorers and that, if possible, at least one member should be a pastor.

Verbatim answers are not required, but the answer should be so clear as to show that the candidate thoroughly understands the problem.

A blank similar to the one on the opposite page should be filled out and returned to United Society of Christian Endeavor, Boston, Mass., who will issue the certificate. After being thus properly enrolled the Christian Endeavor Expert is entitled to use the letters C.E.E. after his name in all Christian Endeavor correspondence, and to wear the expert pin, which can be secured only by applying to United Society of Christian Endeavor, price 75 cents, material rolled gold and enamel.

EXAMINERS' REPORT BLANK

This is to certify that

Name _____

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has passed an examination in "Expert Endeavor" according to rules laid down by the United Society with a rating of _____ per cent and is entitled to the degree Christian Endeavor Expert.

Enclosed please find a two cent stamp for return of certificate.

Yours truly,

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